



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Program Manager, Higher Education **OPEN:** Immediately

LOCATION: Washington, DC **CLOSE:** Until Filled

CONTACT: Feliza Ortiz-Licon, Senior Director, Education Leadership Development **SALARY:** Commensurate with Experience

BACKGROUND

UnidosUS, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers at the national and local levels. For 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our country stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook and Twitter.

SUMMARY

The UnidosUS Education team seeks an experienced and accomplished program manager with a deep affinity for the organization's mission and commitment to support Latino youth through the college-going process. The Higher Education Manager position requires leadership, confidence and vision, thoughtful strategic planning, interpersonal, communication, curriculum and program development skills. This position will be tasked with establishing partnerships with institutions of higher learning and contributing to the literature on Latinos and the college-going experience. In particular, the Higher Education Manager will assist in-house staff to grow and sustain the *Lideres Avanzando* program portfolio. The goals of these post-secondary programs are to continue supporting and tracking affiliate youth to ensure college completion and career placement through a rigorous curriculum and programmatic model.

This position reports directly to the Senior Director of Education Leadership Development.

RESPONSIBILITIES

Program Development & Implementation

- Revise curriculum toolkits, materials and training modules for college students and young professionals.
- Identify and coordinate strategic support to affiliate partners in program development, data collection, program evaluation, and program expansion & replication.
- Collaborate with Higher Education policy team to identify pressing issues impacting first-generation and Latino college students and move toward exploring programmatic and policy solutions.
- Monitor program implementation and collect accountability reports from participating sites.
- Identify areas to strengthen program components and work with affiliates to develop and implement targeted solutions.
- Develop, plan, and deliver effective training sessions to assist Affiliates in launching and successfully implementing the *Avanzando* programs at various national sites.
- Arrange meeting logistics for all *Avanzando*-related events.
- Establish and manage partnerships with institutions of higher learning and college-focused organizations.
- Design and execute a national sustainability strategy for higher education programs, including but not limited to the *Avanzando* Initiatives.

Data Management, Evaluation and Reporting

- Assist with evaluation design to gauge programmatic impact.
- Establish standardized data collection systems to be used by program sites.
- Provide data collection support to Affiliates as they interact with UnidosUS data system (Fluxx).
- Monitor program implementation and collect accountability reports from participating sites.
- Work with UnidosUS staff, program Affiliates, and evaluators to conduct a formal program evaluation of the program.
- Provide support in resource development and funding activities, including the preparation of proposals.

Public Information and Communications

- Manage revision process of *Avanzando* curricula and promotion materials.
- Prepare written internal and external reports, updates, materials, and other necessary communications.

- Work with the UnidosUS media and information technology support staff to create and manage information on the UnidosUS website and social media outlets.
- Support dissemination of Higher Education programs information, announcements, materials, and tools.
- Support Higher Education advocacy efforts where appropriate.

General

- Seek opportunities for Affiliate peer support efforts.
- Support and participate in cross-component UnidosUS collaborations, specifically with education, youth leadership, and policy staff.
- Communicate and collaborate with UnidosUS staff and relevant staff in headquarters and field offices.
- Other relevant duties as assigned.

QUALIFICATIONS

- Bachelor's degree and a minimum of **five years** of experience in higher education programs or an Advanced degree and three years of experience in higher education programs.
- Demonstrated experience with curriculum development and program implementation in higher education.
- Demonstrated knowledge of local and regional college preparedness and college-going issues, particularly from a Latino perspective.
- Robust understanding of the Latino community, commitment to social justice and to the UnidosUS mission.
- Demonstrated ability to engage a range of partners and support networks, including community-based/nonprofits, institutions of higher education and the corporate community.
- Ability to manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities, deadlines, working both independently and as part of a team.
- Ability to work effectively with diverse constituencies and in a variety of situations.
- Strong organizational and administrative skills and attention to detail; organized, and a quick learner.
- Excellent verbal communication skills and ability to present UnidosUS effectively in various settings.
- Ability to self-start as well as communicate effectively across multiple teams and with multiple staff members in various geographical locations.
- Well-developed writing skills and ability to synthesize information from different sources and present it in a variety of written formats and styles for various audiences (e.g., activity and progress reports, manuals, articles, data analyses, and fact sheets).

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS

1126 16th St., NW, suite 600

Washington, DC 20036 or

hrmail@unidosus.org

Subject Line: Program Manager,

Higher Education

Attn: Feliza Ortiz-Licon, Senior Director, Education Leadership Development

No phone calls please!

EQIJAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.