



STRONGER COMMUNITIES. STRONGER AMERICA.

## POSITION ANNOUNCEMENT

**POSITION:** Education Leadership  
Program Manager

**OPEN:** Immediately

**LOCATION:** Washington, DC, Los Angeles, CA  
or Chicago, IL

**CLOSE:** Until Filled

**CONTACT:** Maria Moser, Senior Director of  
Teaching and Learning

**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 more than 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](http://www.unidosus.org) or follow us on Facebook and Twitter.

## SUMMARY

The UnidosUS Education team seeks a Program Manager with a deep affinity for the organization's mission and commitment to support Latino youth through the college-going process. The Education Leadership Program Manager supports leadership development programs and builds relationships with key stakeholders, including UnidosUS Affiliates and external partner organizations focusing on equity in education. The Education Leadership Program Manager connects UnidosUS Affiliates and other partners to education and civil rights advocacy opportunities, as well as organizational policy and program initiatives, to increase the impact and visibility of this work.

The Education Leadership Program Manager will provide support to the Senior Director of Teaching and Learning on leadership development and community engagement programs.

These programs build understanding of education policy and advocacy in groups of diverse stakeholders, including experienced education professionals, parents (particularly Spanish-speaking families), and college students.

This position reports to the Senior Director of Teaching and Learning, and may be based in Washington, DC, Los Angeles, CA or Chicago, IL.

## **RESPONSIBILITIES**

- Design content for trainings to respond to current needs and best practices in education leadership and advocacy.
- Deliver training on-site and remotely (online learning).
- Partner with UnidosUS team and coalition partners to identify key opportunities for education advocacy and engage networks of participants.
- Lead operations/logistics for trainings, and maintain ongoing communication with participants, including technical assistance.
- Manage relationships with UnidosUS leadership development fellowship programs, Affiliates and other critical stakeholder groups involved in education equity.
- Independently lead complex, long-term projects across multiple sites, including trainings, program alumni engagement, and material development and revision.
- Provide training and technical assistance on education initiatives to UnidosUS Affiliates, partners and program stakeholders.
- Track policy developments for key education issues and connect UnidosUS Affiliates and other stakeholders to opportunities for advocacy and engagement.
- Coordinate project-related activities, including convenings, training modules, and alumni events for UnidosUS Affiliates and national partners.
- Create scope and sequence and curricular materials to support leadership development.
- Write blog posts or articles for publication.
- Analyze current data (including relevant external and internal program information) to support Education program development.

## **QUALIFICATIONS**

- B.A. in Education, Communications, or a related field from an accredited College or University.
- Minimum of **five to seven** years of relevant professional experience.
- Robust understanding of the Latino community, commitment to social justice and to the UnidosUS mission.
- Demonstrated experience with curriculum and program development.

- Excellent written skills and the ability to produce work products suitable for a wide array of audiences.
- Ability to read and synthesize policy analysis and advocacy materials quickly and summarize key ideas or talking points for diverse audiences.
- Strong presentation/training skills, including digital platforms.
- Strong cross-cultural communication skills.
- 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 represent 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).
- Familiarity with the U.S. Hispanic community, Hispanic nonprofit organizations, and the Hispanic market and consumer a plus.
- Bilingual (Spanish-English) skills a plus.

**Please note: Only those applicants who submit a cover letter along with a résumé will be considered for this opportunity.**

SEND COVER LETTER AND RÉSUMÉ TO:

UnidosUS

1126 16<sup>th</sup> St., NW, Suite 600 Washington, DC 20036 or

[hrmail@unidosus.org](mailto:hrmail@unidosus.org)

Fax: 202-776-1792

Subject Line: Education Leadership Program Manager

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

No phone calls please!

EQUAL 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.