



STRONGER COMMUNITIES. STRONGER AMERICA.

## POSITION ANNOUNCEMENT

**POSITION:** Program Development Specialist I      **OPEN:** Immediately  
**LOCATION:** Phoenix, AZ; Los Angeles, CA;      **CLOSE:** Until filled  
Chicago, IL; or Washington, DC  
**CONTACT:** Jorge Rivera, UWHA Manager      **SALARY:** Commensurate with experience

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### 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 that affect Latinos 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 community stronger. For more information on UnidosUS, visit [www.unidosus.org](http://www.unidosus.org) or follow us on Facebook, Instagram, and Twitter.

### SUMMARY

The Program Development Specialist will support the UnidosUS Wealth & Housing Alliance (UWHA) in developing programs that seek to incentivize and promote homeownership for Latinos through partnerships with UWHA Affiliates. The Program Development Specialist under the direction of UWHA Manager will organize the development, administration, and execution of new program models and help promote existing programs.

The Program Development Specialist will work closely with Housing & Financial Empowerment managers and staff supporting and understanding the needs and opportunities of our housing counseling organizations participating in the UWHA. They will communicate and collaborate across teams to develop and expand new programs that help fulfill our mission. This position reports to the UWHA Manager,

## **RESPONSIBILITIES**

- Engage closely with component staff to support UnidosUS Wealth & Housing Alliance partner agencies through monthly calls and strategic one-on-one meetings to provide technical assistance and advance collaborative projects.
- Liaise with Housing & Financial Empowerment component staff and UWHA affiliate partners.
- Identify and define program requirements, scope, and objectives and use this information to generate ideas that lead to program and partnership opportunities.
- Coordinate new program or project planning and implementation, including assessing needs, setting goals and objectives, and ensuring successful follow-through on planned activities
- Assist in the preparation of project proposals, timeframes, schedule, and budget.
- Coordinate and attend meetings; establish and maintain internal and external contacts as necessary.
- Research, analyze, document, and prepare reports that can serve as resources for UnidosUS and project participants.
- Monitor recordkeeping and file maintenance requirements for the program or project.
- Prepare records of project activities; oversee and ensure the timely processing and delivery of required materials, including reports and payments.
- Participate in component meetings as needed to ensure project progress and/or barriers are communicated and addressed.
- Serve as the point of contact and communicate project status adequately to various key stakeholders.
- Use project management tools to monitor project working hours, budget, plans, and expenses incurred in conjunction with component accounting and reporting department.
- Create and maintain comprehensive project documentation, plans, and reports.

## **QUALIFICATIONS**

- Bachelor's degree in business administration, education, or related field.
- Minimum of three (3) to five (5) years HUD-approved counseling experience at a housing agency required.
- Project management experience preferred.
- Steadfast commitment to UnidosUS mission, vision, and values (Excellence, Respect, Accountability).
- Familiarity and commitment with the U.S. Latino community, Latino nonprofit organizations, and the Latino market a plus.
- Excellent Communication skills, both oral and written.
- Ability to create systems, establish protocols, and recommend efficiencies.
- Ability to manage multiple tasks and goals, prioritize among assignments, and problem solve.

- Ability to work with minimal supervision, maintain attention to deadlines, and function effectively under pressure.
- Able to communicate clearly and effectively about workload priorities.
- Advance level expertise in MS 365 Suite (Excel, Word, Teams SharePoint) and project management tools.
- Ability to work independently and as a member of various teams and committees.
- Ability and willingness to travel up to 30% of work schedule.
- Acute attention to detail.
- Bilingual (Spanish/English) fluency preferred.

**Employment with UnidosUS is contingent upon successful completion of a background screen.**

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

**SEND COVER LETTER AND RÉSUMÉ TO:**

**UnidosUS**

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

**Subject Line:** Program Development Specialist I

**Attn:** Jorge Rivera, UWHA Manager

***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.*