



STRONGER COMMUNITIES. STRONGER AMERICA.

## POSITION ANNOUNCEMENT

**POSITION:** Program Specialist, Workforce Development      **OPEN:** Immediately  
**LOCATION:** Washington, DC      **CLOSE:** Until filled  
**CONTACT:** Director, Adult Education, and Workforce Development      **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 Specialist, Workforce Development will provide support to UnidosUS's workforce development component. The Program Specialist will assist with various tasks, ongoing partnerships, and component and organizational deliverables. The main project that the Program Specialist will support is the Re-Work America Alliance efforts. Success in this role requires initiative to manage multiple administrative and events related tasks, openness to work with different team members, and willingness to learn about the comprehensive work of the team, including partnerships with the Affiliate Network and other grantees. This position reports directly to the Director of Adult Education, and Workforce Development and is based in Washington, DC.

### RESPONSIBILITIES

#### Administrative and Data Entry Support

- Provide timely and professional operation support to the Workforce Development team in the following programs Latinos in Finance, Latinos in Business, Latinos in Sales, Latinx @ Work, Latinx In Automotive, and Young Adult Re-Entry.
- Coordinate meetings with internal and external stakeholders.

- Maintain outreach tracker tool for Re-Work America Alliance initiative up to date.
- Track and organize responses to surveys and requests for proposals launched by the Workforce Development team.
- Interact with UnidosUS Affiliates and grantees, providing timely responses to inquiries.
- Maintain component spreadsheet that tracks all timelines and deliverables associated with the Workforce Development team grants, projects, and their required reporting.

### **Research, Reports, and Communications**

- Using UnidosUS data sources, create reports of Affiliate and grantee data for internal and external use.
- Create and update an internal online repository of literature reviews and record the most recent workforce development-related statistics and trends (labor market, industry trends, composition of Latinx workforce, etc.).
- Assist in the creation and preparation of templates and content for communication with Affiliates, including e-newsletters, e-updates, and blog postings.

### **Programmatic Support & Events**

- Assist with outreach efforts for workforce development initiatives.
- Engage with internal stakeholders such as the Communications and Marketing team and Affiliate Engagement team to ensure efficient communication across teams in order to achieve deliverables.
- Coordinate attendee communications for UnidosUS Workforce Development events, workshops, and meetings.
- Assist with the coordination of events, workshops, webinars, and meetings including preparation of documents, drafting agendas, and records of notes/minutes for both in-person and virtual events.
- Support management of registration processes and assist in producing post-event reports for workforce development peer exchanges and curriculum trainings.
- Provide logistical support as necessary, including coordination with the UnidosUS events team.
- Participate in relevant workforce development and career pathways conferences and meetings.
- Support signature Workforce Development team events, such as the biennial Workforce Development Forum.

### **Other Duties as Assigned**

- As needed, support workforce development program managers on specific projects and tasks.

## QUALIFICATIONS

- Associate or Bachelor's degree from an accredited college or university preferred.
- Three (3) to five (5) years of relevant experience required.
- Advanced proficiency with Microsoft Office Suite, more specifically Office 365.
- Steadfast commitment to UnidosUS mission, vision, and values (Excellence, Accountability, Respeto).
- Commitment to the U.S. Latino community, Latino nonprofit organizations, and the Latino market.
- Excellent communication skills, both oral and written.
- Commitment to excellence and high standards.
- Highly organized with superb attention to detail.
- Ability to work independently and as a member of various teams and committees.
- Acute attention to detail.
- Bilingual (English/Spanish) skills a plus.

**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**

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

**Subject Line:** Program Specialist, Workforce Development

**Attn:** Director, Adult Education and Workforce 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.*