



POSITION ANNOUNCEMENT

POSITION: Program Manager

OPEN: Immediately

LOCATION: Washington, DC

CLOSE: When filled

CONTACT: [Loretta Rodriguez](#)

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 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 for follow us on [Facebook](#), [Instagram](#) and [Twitter](#).

SUMMARY

The UnidosUS Workforce Development (WFD) component seeks to ensure that the Latino community can contribute to and share in the nation's economic opportunities. We do this by implementing programs that lead to career and economic mobility for young adults and adults in partnership with community-based Affiliates.

UnidosUS is seeking a Program Manager who can manage the various tasks, partnerships, and deliverables associated with different projects on the Workforce Development team, including grants management, ensuring compliance and completion of program deliverables, and performing data management and reporting.

The position reports to the Director of Adult Education and Workforce Development. The Program Manager will be expected to participate in all WFD team activities and events and support institutional goals and objectives. The position will be based in Washington, DC, Los Angeles, CA, San Antonio, TX, Phoenix, AZ, Miami, FL, Chicago, IL, New York, NY.

RESPONSIBILITIES

- Support the overall implementation, operation and evaluation of the small business development & digital literacy initiative.

- Support the overall implementation, operation and evaluation of a job training pilot program with potential for expansion.
- Ensure all program activities, outcomes, and deliverables are consistent with those outlined by the program funders.
- Help facilitate and coordinate grant-related meetings including logistics planning, agenda-setting and content delivery for both virtual and face-to-face events.
- Provide targeted technical assistance and capacity building trainings to subgrantees; cultivate and support a Community of Practice by documenting and sharing best practices.
- Support the development and refinement of program-related curricula and toolkits.
- Provide support to subgrantees in data collection, reporting, and documenting outcomes and deliverables.
- Manage relationship between UnidosUS, subgrantees, and contracted third party program evaluators.
- Prepare internal and external program-related reports as requested by supervisor and funders.
- Maintain an understanding of UnidosUS and its Affiliates, including relevant program initiatives, operational structure, history, and leadership.
- Represent UnidosUS at relevant workforce development and career pathways conferences, meetings and coalitions.
- Support signature WFD team events, such as the biennial Workforce Development Forum.
- Collaborate with internal teams on new projects and initiatives.
- Share responsibility in creating and managing 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.).
- Share responsibility in performing preliminary research and drafting WFD materials, such as evaluations, case studies, best practices, research documents, tools, white papers, newsletters and curricula.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree required.
- Minimum of 3 years of experience working in nonprofit sector, preferably in workforce development, small business development, or entrepreneurship programming.
- Minimum of 3 years of experience in program design and management, capacity building, data/reporting and remote-site technical assistance provision.
- Demonstrated experience working with community-based organizations/nonprofits, small businesses, employers, and other workforce development stakeholders.
- Demonstrated experience building and maintaining relationships with multiple internal and external partners and stakeholders.
- Deep understanding of the needs of the Latinx workforce and a demonstrated history working with the Latinx community.
- Strong written and oral communication skills and professional attitude in representing UnidosUS and its partners to various audiences.
- Ability to manage multiple tasks, prioritize assignments, and meet deadlines.

- Creative, resourceful, and flexible; strong problem-solving skills.
- Ability to work well independently and as a part of a remote team.
- Ability and willingness to travel multiple times annually [post-COVID].
- Bilingual strongly preferred (English/Spanish).

Please note: Only those applicants who submit a cover letter and resume will be considered for this opportunity. Please include “Program Manager, WFD” in the subject line.

SEND COVER LETTER AND RÉSUMÉ TO:

Email: hmail@unidosus.org

OR

UnidosUS

Raul Yzaguirre Building

Attn: **Loretta Rodriguez, Human Resources**

1126 16th Street, NW, Suite 600

Washington, DC 20036-4845

Fax: (202) 776-1730

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.