



## POSITION ANNOUNCEMENT

**POSITION:** Program Manager, Monitoring, Evaluating, and Learning (MEL)

**OPEN:** Immediately

**LOCATION:** Washington, DC

**CLOSE:** Until filled

**CONTACT:** Director, Adult Education and Workforce Development

**SALARY:** \$70,851 – \$83,869

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### BACKGROUND

**UnidosUS**, previously known as the 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 Manager will develop, manage, and support UnidosUS's measurement, evaluation, and learning efforts for two or more assigned projects on the workforce development (WFD) team:

- Digital Skills for Life (DS4L), a 20-hour foundational digital literacy training that will be implemented by 30 Affiliate subgrantees and enroll more than 1,800 participants.
- Latinxs in Tech, a cohort-based training that will be implemented by five Affiliate subgrantees and enroll more than 200 participants. Participants will earn a Google Career Certificate and receive job readiness support.

The Program Manager will also play an important strategic institutional role in supporting UnidosUS's broader measurement, evaluation, and learning (MEL) agenda on both program and institutional levels. Responsibilities include developing MEL plans, collecting and analyzing data, and providing technical assistance to team members and subgrantees on data management and reporting best practices. Success in this role requires program monitoring and evaluation

experience with nonprofit programs, preferably in the workforce development or adult education field.

The Program Manager will report to the Director, Adult Education and Workforce Development. This position is hybrid and will be based in Washington, DC.

### **ESSENTIAL FUNCTIONS**

- Design, oversee and provide strategic technical support to the implementation of overarching project-level MEL plan and supporting systems, working closely with, program staff, local MEL staff, external consultants, and implementing partners (as relevant) for two or more initiatives in UnidosUS's WFD portfolio.
- Lead project performance measurement and related analysis for quarterly, mid-year, and final performance and learning reports for internal and external stakeholders.
- Provide summaries, papers, presentation, and other project products for various audiences as needed.
- Create logic models and metrics for program work to track progress against the workforce development team's goals.
- Develop and maintain an annual schedule of evaluation and data management activities.
- Use the Blackboard system to create sites for UnidosUS projects that enable collaboration, information-sharing, and resource collection.
- Facilitate MEL technical training, capacity support, and coaching to program staff and Affiliates/grantees remotely and through site visits as needed.
- Facilitate training and support to program staff and Affiliates/grantees on the use of UnidosUS's data systems (Fluxx, Alchemer, and PowerBI) and best practices in data collection, reporting, and documenting outcomes and deliverables.
- Contribute to the strategic planning, design, standardization, and integration of UnidosUS's MEL-related data collection tools, indicators, oversight, and data storage.
- Maintain an understanding of UnidosUS and its Affiliates, including relevant program initiatives, operational structure, history, and leadership.
- Support WFD team events, such as the biennial WFD Forum.
- 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 & REQUIREMENTS:**

#### **Education & Experience**

- Bachelor's degree in social sciences, education, economics, monitoring and evaluation, international development, public administration, or relevant field required. Master's degree preferred.
- Six (6) to eight (8) years of experience in relevant field.
- One (1) to three (3) years supervisory experience preferred.

- Three (3) to five (5) years of experience designing and implementing measurement, evaluation, and learning activities using quantitative, qualitative, and mixed methodologies.
- Experience using the current landscape of WFD training programs for adult learners, including the Latinx workforce.
- Strong technical knowledge of principles of performance measurement, monitoring and evaluation, data management, and data analysis required.
- Experience conducting program evaluations focused on adult education and WFD initiatives at a nonprofit organization preferred.
- Proven experience delivering, monitoring, and evaluating training to internal and external groups.
- Hands on experience conducting assessments and using qualitative and quantitative tools (focus group discussions, surveys, interviews).
- Proficiency in MS365 Suite (Excel, Word, Teams, SharePoint), project management tools (e.g., Asana), and one or more statistical software packages.
- Previous use of Fluxx (grants management system), Alchemer (online survey software), Quickbase (relational database software), PowerBI (tool for data visualization) a plus.
- Knowledge of organizational capacity assessments and systems change monitoring a plus.

### **Skills & Abilities**

- Steadfast commitment to UnidosUS mission, vision, and values (Excellence, Accountability, *Respeto*).
- Familiarity and commitment with the U.S. Latino community, Latino nonprofit organizations, and the Latino market a plus.
- Highly effective communication skills, both oral and written.
- Familiarity with the U.S. Hispanic community, Hispanic nonprofit organizations, and the Hispanic market and consumer a plus.
- Strong analytical skills and ability to synthesize information to inform planning and strategy.
- Commitment to excellence and high standards.
- Advanced critical thinking and problem-solving skills.
- Ability to work independently and as a member of various teams and committees.
- Accuracy and attention to detail.
- Ability and willingness to travel up to six times a year at the time post-pandemic.
- Bilingual (Spanish/English) 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**

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

**Subject Line:** Program Manager, Monitoring, Evaluation, and Learning

**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.*