

EL CENTRO de la RAZA

JOB SUMMARY

GENERAL INFORMATION

Position Title: UNIDOS AT WORK AND UNIDOS IN FINANCE PROGRAM SUPERVISOR

Pay Status: Executive _____ Management X Staff _____
Contract _____ Exempt _____ Non-Exempt X

Pay Rate: \$27.00/hour

Reports To: Business Opportunity Center Director

Date Summary Established: 12/18

Last Revision Date: 6/21

Written By: Business Opportunity Center Director

Approved By: Executive Director

VALUES STATEMENT

El Centro de la Raza is a voice and a hub for Seattle and Martin Luther King, Jr. County's Latino community as we advocate on behalf of our people and work to achieve social justice. Through our comprehensive programs and services, we empower members of the Latino community as fully participating members of society. We also work to raise awareness with the public, and government, business and civic leaders about the needs of the Chicano/Latino community in the United States.

POSITION SUMMARY

The Unidos in Finance (UIF) and Unidos at Work (U@W) Supervisor will manage both educational programs, coordinating group education, leading outreach efforts, foster relationships with partners and grant funders, supervising and directing Business Opportunity Center instructor, and ensuring programs metrics are achieved and grant funders expectations met or exceeded.

Program Background:

- U@W has the objective to provide participants financial and technological skills as part of a job readiness program, and to connect them with post-secondary education or employment opportunities. Metrics - enrolling 100 individuals, graduating 75 individuals and placing 55 in jobs.
- UIF has the objective to provide financial literacy and bank teller training as part of a job readiness program in the financial sector workforce. Metrics - enrolling 60 individuals, graduating 38 individuals and placing 25 in jobs.

U@W & UIF programs have 7 cohorts each throughout the year, each cohort lasts 7 weeks, and classes are 3 days a week, 3 hours each day.

UNIDOS IN FINANCE AND UNIDOS AT WORK PROGRAM SUPERVISOR

ESSENTIAL FUNCTIONS

- Monitors contract performance and establishes goals, timelines, work plans matrix and checklists for both Programs.
- Oversees plans for recruitment, interviewing, curriculum, bank partner participation, communication, and job placement process for participants.
- Host hiring fairs for recruiters and HR personnel with local businesses to interview participants for a variety of jobs requiring basic to intermediate computer.
- Organize volunteers to work with programs.
- Track and Report Participant wages, wage gains, and job retention.
- Evaluate the programs after each cohort and adjust service delivery as needed.
- Provide case management including referrals to appropriate services, including other El Centro de la Raza programs.
- Work with Partners and Funders such UnidosUS, Hispanic Federation, Bank of America, Seattle Credit Union, Verizon, Comcast and others providing necessary technical support, and ensuring results and metrics are achieved, as well as providing timely and comprehensive reporting needs.
- Manage relationship with funders and different partners.
- Manage and supervise the data entry on the different software programs, ensuring accuracy, and timeliness. (Salesforce, fluxx, excel sheets, etc.)
- Create and update accurate files and maintain complete participant case notes that reflect programs progress.
- Attend and participate in webinars and trainings locally, regionally, and nationally.
- Other duties and responsibilities as assigned.

MEASURABLE STANDARDS

- Must have a proven ability to work well under pressure.
- Must be able to work with participants from a variety of ethnic and cultural backgrounds.
- Understands and fulfills contractual obligations.
- Must be able to maintain effective relationships with co-workers, participants, parents, community representatives, and the public.
- Must be able to work in a multi-cultural/multi-ethnic environment.
- Presents a professional manner and appearance.

JOB QUALIFICATIONS

Essential minimum skills, education, and experience:

- B. A. degree and five years of work experience.
- Experience working in human services.

- Experience working with immigrant/refugee populations.
- Must be bilingual Spanish/English.
- Must have a car and a valid Washington driver's license and show evidence of insurability.
- Must have excellent oral, written and organizational communication skills.
- Must be effective in conflict resolution.
- Must have excellent computer skills in Microsoft Office, Outlook, Google and Salesforce
- Familiar with Outcome and Indicator Reporting.
- Must have good attention to detail.

Additional Preferences and Responsibilities:

- Experience or interest in the digital literacy and job development sector.
- Experience or interest in the financial sector.
- Previous experience in classroom training.

WORKING CONDITIONS/ENVIRONMENT

The position will require a minimum of 40 hours per week. The position will require a flexible schedule for outreach and other events.

NOTES AND SPECIAL REQUIREMENTS

This position requires a background check and motor vehicle record (MVR) check. The above duties or working procedures describe the chief function of the job and are not considered a detailed description of every duty of the job. The position requires a 6-month probationary/evaluation period.

BENEFITS

This position is eligible for El Centro de la Raza's full benefit package including medical/dental/life insurance coverage, 401(k) plan, paid vacation and sick leave, and eight paid holidays. In addition to these paid holidays, El Centro gives additional paid time off (up to 5 days) during the last week of December for qualified employees. El Centro employees also benefit from ongoing professional development opportunities.

APPLICATION PROCESS

Please send resume to Denise Tuck at dtuck@elcentrodelaraza.org, (206) 717- 0087