



A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Job Description

Position Title: Hope for Youth Program Coordinator/Instructor

FLSA Status: FULL TIME, non-exempt

Department: Francis Martinez

Reports to: Denise Perez Lally

Pay Range: \$26.00

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) build the Beloved Community* through unifying all racial and economic sectors; to organize, empower, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

JOB SUMMARY:

The Hope for Youth Programs Coordinator/Instructor leads coordination of the Hope for Youth, College Readiness and Roberto Maestas Leadership Institute youth programs to educate, inspire and lead through ethnic studies, academic engagement and community involvement of youth. Supervises the Hope for Youth Program Assistant, work-study student(s) and other volunteers.

ESSENTIAL QUALIFICATIONS:

- B.A. degree in Chicana/o Studies, Ethnic Studies, or any related field
- 5 years of work experience
- 3-4 years of youth development experience or transferrable skills teaching or facilitating groups.
- Demonstrated involvement and knowledge of Latino and diverse community issues and a proven record of involvement and knowledge of social justice issues or community organizing experience.
- Must have excellent oral, written and organizational communication skills.
- Strong computer skills in Microsoft Office.
- Must have a car and a valid Washington driver's license and show evidence of insurability.

ESSENTIAL FUNCTIONS:

- Delivers through class and workshop instruction, El Centro de la Raza's Hope for Youth curriculum; coordinates and conducts civil rights history sessions, and college readiness, through a partnership with selected district.
- Executes and leads the Roberto Maestas Leadership Youth Institute curriculum. Leads monthly workshops to develop a core cohort of 10-15 high school students at designated campus, and once per month at El Centro de la Raza.
- Coordinates and leads leadership development activities to provide RMLI students opportunities to practice leadership skills through civic engagement, El Centro de la Raza events, and timely or relevant workshops or events. Educates enrollees of the Leadership Institute about issues affecting Latino and other communities of color in the areas of education and community empowerment.
- Recommends, recruits, and upon Directors approval coordinates guest speakers and presenters for civil rights and poetry classes. Incorporates working with ZULU for hip-hop poetry classes. Coordinates and facilitates workshops and community events working in collaboration the Human Services Director.

- Implements the El Centro de la Raza's College Readiness curriculum to deliver presentations and workshops to high school and middle school students. Develops partnerships with existing college readiness programs for added support in working with students one-on-one to create individualized post-secondary plans, assist with college applications, financial aid paperwork, and scholarship research and applications.
- Develops efficient systems to recruit and cross-enroll Hope for Youth participants in the College Readiness program and Roberto Maestas Leadership Institute.
- Maintains well-organized and up-to-date participant files for all program participants; collects and maintains all appropriate documentation to meet program requirements including school records to document academic achievement and participation of participants in community activities, to meet performance commitments. Oversees and is responsible for monthly updated participant and program information collected and entered into the Salesforce database.
- Produces monthly program reports, mid-year and end-of-year United Way reports, narratives, board reports and success stories. Meets all deadlines as required. Participates and prepares required information for on-site program visits/audits. Supervises program volunteers and records volunteer hours in Salesforce. Performs administrative tasks related to programs.
- Represents El Centro de la Raza through work relationships with school instructors, and parents to encourage and engage their involvement with their child and program.
- Responsible for overseeing and coordinating transportation for youth to program events and activities, with the assistance of the Hope for Youth Assistant.
- Leads the planning, transportation, and overall coordination of students, for the El Centro de la Raza's Latino Legislative Day, Dia de los Muertos Youth activities, and Annual Youth Graduation event for student participants of El Centro de la Raza's in conjunction with the Leadership team and other youth programs, supported by the Hope for Youth Assistant.
- Attends weekly program meeting with the Human Services Director, Charlas, youth team meetings, department staff meetings, and approved program-related meetings or trainings.
- Performs other duties and responsibilities as assigned.

SKILLS/TECHNICAL KNOWLEDGE:

- Must perform in a professional manner at all times.
- Must be able to work with participants from a variety of ethnic and cultural backgrounds.
- Must have a proven ability to work well under pressure.
- Must be able to maintain confidentiality on participant's documents.
- Must be highly organized, self-motivated, multi-tasked, detail-oriented, and team-oriented.
- Must be able to maintain effective relationships with co-workers, participants, parents, community representatives, and the public.

WORKING CONDITIONS:

Remote work eligible: Hybrid work model, with some hours available via remote platform and some in person depending on youth programs operation; 40 hours scheduled between 8:00am-6:00pm, Monday-Friday.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis



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- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer

Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is a reasonable and no undue hardship would result.

Employee Signature

Date

Supervisor Signature

Date

cc HR, personnel file

REV: 07/2021