



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: Healing Circle Coordinator

FLSA Status: FULL TIME, non-exempt

Department: Frances Martinez

Reports to: Denise Perez Lally

Pay Range: \$24.04 - \$25.00

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 Healing Circles Coordinator will oversee the healing circle offerings to youth and adults working closely with the King County Sexual Awareness staff. Coordinator will be responsible for all aspects of the program. The objective is provide sexual awareness education and referrals to the King County Sexual Awareness Center who provides support, resources, information and counseling.

ESSENTIAL QUALIFICATIONS:

- B.A. degree
- Three to five years of work experience in social services.
- Bilingual Spanish/English both written and oral fluency.
- 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, specifically in Excel and Word.
- Ability to accept direction from a supervisor.

ESSENTIAL FUNCTIONS:

- Develop and create a recruitment/outreach strategy.
- Attend weekly meetings with supervisor to discuss strategies and progress.
- Identify, provide outreach and recruitment into monthly circles. Working with school counselors to engage Latinx youth, and their parents.
- Collect intake information, track and submit circle attendance and recruitment that includes monthly progress. Prepare the monthly program narrative, tracking reports and invoice. Enter client data collected into salesforce.
- Work with community partners to build awareness of the KCSARC programming provided for Latinx youth/adults.
- Assist in motivating and inspiring students during Covid and post Covid, create program surveys, and academic and cultural enrichment activities.

- Meet/check-in daily with clients remotely, on virtual platforms, and in person when ECDLR buildings reopen.
- Work with circle lead to collect attendance documents, names of attendees and other client demographics as needed.
- Maintain strict confidentiality of client information.
- Assist with translation for Spanish speaking students and adults.
- Attend weekly Charlas, staff meetings and bi-weekly meetings with Human Services Director.
- Perform other duties as assigned.

SKILLS/TECHNICAL KNOWLEDGE:

- Must have a proven ability to outreach and recruit.
- Must be able to work with participants from a variety of ethnic and cultural backgrounds, remotely and in-person.
- Understands and fulfills contractual obligations.
- Must be able to maintain effective relationship with co-workers, participants, parents, community representatives, and general public.
- Must be able to work in a multi-cultural/multi-ethnic environment.
- Presents a professional manner and appearance.

WORKING CONDITIONS:

Work is performed remotely during Covid-19. Otherwise, the physical location is at El Centro de la Raza's Seattle Office. Works a minimum of 40 hours per week. This position requires a 6-month probationary period.

- Remote work eligible: Work from home 8:00a.m. – 5:00p.m.
 - **Include:** El Centro reserves the right to change any or all conditions under which this position is permitted to work remotely or withdraw permission to work remotely with or without advance notice.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer
- Ability to lift up to 15 lbs

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, and 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



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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