



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

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Position Title: Unidos Development Assistant  
FLSA Status: FULL TIME, non-exempt  
Department: Business Opportunity Center  
Reports to: Director, Human Services  
Pay Range: \$26.75 to \$28.85 per hour

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### 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 Unidos Development Assistant will work with two educational programs, Unidos in Finance (UIF) and Unidos at Work (U@W). This position is responsible for outreach, intake, and job development and placement in these education programs. This includes outreach efforts, fostering relationships with partners, and ensuring that program outcomes are achieved, and grant funder's expectations are met or exceeded. This job description is not designed to contain a comprehensive listing of all regular activities, duties, or responsibilities. Requires a 6-month evaluation period.

### Program Background:

- UIF – the program's objective is to provide financial literacy and bank teller training as part of a job readiness program in the financial sector.
- U@W – the program's objective is 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.

### ESSENTIAL QUALIFICATIONS:

- B.A. degree
- 3+ years of work experience in a related field
- Bilingual in Spanish/English required.
- Experience working with immigrant/refugee populations preferred.
- Must have a car and a valid WA driver's license and show evidence of insurability
- Demonstrated oral, written, and organizational communication skills.
- Ability to become familiar with Outcome and Indicator Reporting within 6 months of starting.

#### ESSENTIAL FUNCTIONS:

- Establishes an outreach, recruitment, job development, and placement plan.
- Familiarize with goals, timelines, work plan matrix and checklists for both programs.
- Job responsibilities includes recruitment, interviewing, familiarizing yourself with curriculums, bank partner participation, intake job development and placement for enrolled participants.
- Work with volunteer coordinator to identify volunteers who can assist within the program.
- Track and report participant wages, wage gains, and job retention.
- Works directly with partners to ensure results and metrics are achieved, as well as providing timely reporting.
- Make referrals to navigators and other appropriate services at El Centro de la Raza programs.
- Data entry of various programs including Salesforce, flux, excel, etc.
- Attend and participate in webinars and trainings locally, regionally, and nationally.
- Performs other related duties as assigned by Director.

#### WORKING CONDITIONS:

Works in a general office environment at EL Centro de la Raza. Works a minimum of 40 hours per week. May require a flexible schedule.

- Remote work eligible: Hybrid - expected to work from the Federal Way office at least two days per week during pandemic period.

#### 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 25 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.



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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.

**El Centro de la Raza offers the following benefits to full-time/part-time staff:**

- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life insurance provided at no cost to employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after first year of employment with El Centro.
- 10 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.
- Vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment.
- 8 days of paid holidays have been establish by El Centro de la Raza + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

**Contact Information**

**To apply for this job please send your resume, cover letter and our employment application to:**

Sylvia Rubio, *Human Services Interim Director*, [srubio@elcentrodelaraza.org](mailto:srubio@elcentrodelaraza.org)

Please go to the El Centro de la Raza website to download a copy of our [Employment Application](#).

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