



Orgullo Latinx Pride Program Associate
Full-time Bilingual Position Available Immediately
Based in Chatham County

El Vínculo Hispano / The Hispanic Liaison
An Equal Opportunity Employer

El Vínculo Hispano (EVH) is a regional nonprofit organization with offices in Siler City and Sanford, NC. EVH offers advocacy, youth leadership development, community organizing, and direct services to the Latinx community of Chatham, Lee, Alamance, and Randolph counties. Our mission is to foster intercultural understanding and to empower Latinxs to overcome the challenges they face and make their voices heard in the community. EVH has a team of 12 staff members. This is not a remote position. The Program Associate works closely with and reports to Selina Lopez, OLP Program Director.

EVH seeks a dynamic, talented, and motivated individual as a full-time (40 hours/week) Program Associate for our Orgullo Latinx Pride Youth Program (OLP). Orgullo Latinx Pride is a free year-round program that works with 70 Latinx high school students from 9th to 12th grades at two Chatham County High Schools – Jordan Mathews in Siler City and Seaforth in Pittsboro. The goals of Orgullo Latinx Pride are to:

1. Improve academic achievement and prevent school dropout.
2. Empower youth to pursue a higher education.
3. Increase access to higher education by helping students with the entire college application process
4. Empower parents to support their youth's pursuit of a higher education.
5. Increase civic engagement and leadership skills.
6. Increase self-esteem, cultural pride, and critical thinking skills.
7. Expand youths' horizons through educational and cultural field trips.

Main responsibilities

The Program Associate will work closely with the Program Director to:

Plan:

- Organize field trips, community service activities, and outreach events.
- Coordinate twice a week youth meetings, assist with lesson plans, and co-facilitate.
- Recruit youth members for the program.
- Help coordinate activities and monthly meetings for participants of the Parent Empowerment Academy Program (PEAP).

Offer Youth Services:

- Assist with the entire college application process.
- Provide ongoing support for youth members through individual check-ins.

Communicate & Collaborate:

- Maintain youth group members and parents informed about OLP activities.
- Work with the communications' team to update social media platforms.
- Participate in coalitions and networks to advance education equity.

Collect & Report Data:

- Utilize database and excel spreadsheets to track program data.
- Monitor grades on PowerSchool and send progress reports to parents via text messages.
- Help document OLP activities.

Qualifications:

- ❖ B.A. or B.S. degree from an accredited 4-year institution
- ❖ Minimum 2-years' experience working with youth

- ❖ Excellent communication skills in Spanish and English (must be able to speak, read and write)
- ❖ Knowledgeable about college enrollment and financial aid application processes (FAFSA, RDS, CSS Profile)
- ❖ Able to relate to youth from varying socio-economic backgrounds, gender orientations, and immigration status
- ❖ Knowledgeable about Latinx community in NC and Latin American culture
- ❖ Detailed oriented and organized
- ❖ Team player
- ❖ Able to work independently and manage multiple priorities and deadlines
- ❖ Strong commitment to EVH's mission
- ❖ Experience in volunteer management a plus

Requirements:

- Proof of COVID-19 vaccination and booster/s
- Available to work on site at EVH's office in Siler City and high schools
- Able to work evenings and weekends
- EVH will perform a criminal background check prior to the start of employment

Compensation: Salary range of \$37,000 to \$41,600 annually, commensurate with experience. Benefits include health insurance with optional vision and dental, 10 days paid vacation, 12 paid holidays, 12 days sick leave.

To apply: Email bilingual cover letter and resume to selina@evhnc.org, subject line "OLP Program Associate". Position will remain open until filled. **No phone calls please.** For more information, visit www.evhnc.org.

Interview process:

- Initial 15-minute Zoom interview with Program Director
- In-person interview with OLP Program Director and Executive Director
- In-person with youth group members and key staff members
- We request at least 3 professional references

EVH is an equal opportunity employer. We are committed to diversity and inclusion. Minorities are strongly encouraged to apply. We do not discriminate on the basis of race, color, national origin, ethnicity, age, religious beliefs, disability, sex, gender identity, or sexual orientation.