



Orgullo Latinx Pride Program Manager
Full-time Bilingual Position Available Immediately
Based in Chatham County, NC

El Vínculo Hispano / The Hispanic Liaison
An Equal Opportunity Employer

Founded in 1195, El Vínculo Hispano (EVH) was one of the first Latinx-led organizations established in NC to empower the growing Latinx immigrant community. EVH is a regional nonprofit advocacy organization with offices in Siler City and Sanford. 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. We accomplish this through advocacy, leadership development, community organizing, cultural events, and direct services. Our service region includes Chatham, Lee, Harnett, Alamance, and Randolph counties. We count on a team of 13 staff members.

OLP was created in 2017 based on feedback from our community and our experience working with youth; it is structured to meet the most pressing needs of Latinx youth today. OLP is a free year-round program that empowers Latinx high school students from grades 9th through 12th at two Chatham high schools. One of our main goals is to close the educational achievement gap. We accomplish this through individualized academic and socio-economic support, helping with the entire college enrollment process, offering leadership development opportunities, and educational field trips.

This academic year, there are 81 youth enrolled in the program. Our youth are either first-generation immigrants or were born in the US to immigrant parents. Most OLP members live in low-income households and qualify for free or reduced lunch; they will be the first in their families to attend college. They represent diverse backgrounds and gender identities.

OLP's goals are to empower Latinx youth to:

- a) Excel academically and graduate from high school.
- b) Pursue a higher education at a university, community college or technical school.
- c) Develop leadership skills and give back to the community through volunteerism and civic engagement.
- d) Become emotionally resilient and build their confidence to seek help for mental health issues.
- e) Expand their horizons through educational and cultural field trips.
- f) Be well-rounded, informed, and confident future community leaders.

EVH seeks a proven leader who brings experience, talent, passion, and creativity to serve as Program Manager for our Orgullo Latinx Pride Youth Program (OLP). This is a full-time (40 hours/week) position. The Program Manager will work collaboratively with OLP's Program Coordinator, Program Director, and our youth leadership team. This position reports to Selina Lopez, Program Director. This is **not a remote position**; it is based out of our Siler City office and at the two high schools where the program operates. A criminal background check and proof of COVID-19 vaccination are required prior to the start of employment.

Primary Responsibilities:

- Implement OLP's curriculum and help develop lesson plans focuses on social justice and cultural identity.
- Co-facilitate weekly youth group meetings at each high school.
- Lead recruiting efforts for new youth members and assist in the selection process.
- Develop trusting relationships with youth and their families.
- Assist OLP seniors with the entire college application process.
- Help organize field trips, community service activities, and other events.
- Provide ongoing support for youth members through individual check-ins; social-emotional and academic guidance.
- Provide support for parents of youth program members.
- Supervise OLP Program Coordinator.
- Recruit and supervise adult volunteers and tutors.
- Help coordinate activities, meetings, and trainings for participants of the Parent Empowerment Academy Program (PEAP).

- Maintain program manual up to date.
- Work with EVH's communications' team to update social media platforms and websites.
- Participate in coalitions and networks to advance education equity.
- Utilize our database and excel spreadsheets to track program data and participant's information.
- Assist in writing grants and program reports to funders and EVH's Board of Directors.
- Participate in fundraising efforts for OLP and EVH.

Requirements:

- B.A. or B.S. degree from an accredited 4-year institution in Education, Psychology, Social Work, Human Development, Family Science, or related fields.
- Fluent in English and Spanish (must be able to read, write and speak)
- Minimum 3 years' experience managing youth programs.
- Knowledgeable about college enrollment and financial aid processes (FAFSA, RDS, CSS Profile)
- Excellent facilitation skills and comfortable leading groups.
- Able to work independently and manage multiple priorities and deadlines.
- Available to work evenings and weekends. OLP youth meet on Tuesdays and Wednesdays from 3 to 7 PM; college preparation for seniors is on Thursdays from 4 to 7 PM. We organize 13 field trips per year, most are on Saturday.
- Knowledgeable about and committed to social justice, racial, gender and education equity.
- Able to relate to youth and parents from varying socio-economic backgrounds, gender orientations, and immigration status.
- Experience supervising staff.
- Team player.
- Detailed oriented and organized.
- Proficient with social media platforms including Facebook, Instagram, and Snapchat.
- Strong commitment to EVH's mission & OLP program

Other requirements:

- Valid NC Drivers' License
- Proof of COVID-19 vaccination and booster/s
- Criminal background check
- At least 3 professional references

Desired attributes:

- Personal experience that directly relates to the youth we serve
- Familiarity with US immigration systems and laws
- Knowledgeable about the Latinx community in NC and Latin American culture
- Experience with volunteer recruitment and management.
- Grant writing experience a plus

Compensation: Annual salary range of \$41,600 to \$47,840, commensurate with experience. Benefits include 15 days paid vacation, 12 paid holidays, and 12 days sick leave. Annual benefits include 15 days paid vacation, 12 paid holidays, and 12 days sick leave. Eligible to enroll in BCBS health insurance plan with optional vision and dental coverage after 3 month's probationary period.

To apply: Email bilingual cover letter and resume to selina@evhnc.org, subject line "OLP Program Manager". Position will remain open until filled. **No phone calls please.** Visit us at <https://www.facebook.com/evhnc/>

Interview process:

- Initial screening interview via Zoom with Program Director
- In-person interview with OLP Program Staff, Executive Director, and youth group members.

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.