



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:** Family Resource Navigator

**FLSA Status:** Full Time, 40 hours max-- non-exempt

**Department:** Youth Service Department

**Reports to:** Director of Youth Services

**Pay Range:** \$25.00- \$28.85, DOE

**To Apply:** Please send cover letter and resume and Employment application to [lhuizar@elcentrodelaraza.org](mailto:lhuizar@elcentrodelaraza.org)

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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 Youth Programs, Family Resource Navigator will gain hands-on experience in a multi-cultural and multi-lingual setting assisting in the coordination and delivery of social services programs. The applicant will gain experience working for a well-established nonprofit serving Seattle's Latino community and other communities of color, opportunity to learn about non-profit programs in the context of youth empowerment and development.

The Family Resource Navigator will support, educate, and advocate for up to (50) middle school families whose student are enrolled in the Roberto Maestas After School and Summer Learning program (Evergreen Site). Through services provided by the Family Resource Navigator, families will learn to independently navigate the school systems and gain an understanding of school structures available to support their scholar's growth. The Family Resource Navigator will provide training on rights and responsibilities of families within the school system, accessing student grades, available resources, and other services and/or resources identified by families. A compassionate understanding on how to support immigrant and Latina/o families is essential. The Family Resource Navigator will also provide both individualized case management support and lead a monthly workshop series focus on middle school development.

This job description is not designed to contain a comprehensive listing of all regular activities, duties or responsibilities that may be required. Duties, responsibilities, and activities may change at any time with or without notice. Requires a 6-month evaluation period.

### ESSENTIAL QUALIFICATIONS:

- B.A. degree in Ethnic Studies, Social Work, Education, or related field.
- 3+ years of nonprofit experience or other relevant experience working in social services.
- Ability to build rapport and authentic relationships with families identifying as Latino, Immigrant or Non-English Speakers.
- Knowledge of school structures, both of resources available and existing barriers
- Bilingual Spanish/English both written and oral fluency. Able to confidently communicate in English and Spanish with youth participants and their caregivers.
- Familiarity with Latino community, immigrant communities and/or diverse communities.
- Strong organizational and interpersonal skills.
- Must have work experience in an office environment and adhere to office protocol.

Community Action Agency • United Way Agency • Affiliate of UnidosUs  
2524 16<sup>th</sup> Ave South Seattle, WA 98144 • P: (206) 957-4605 • F: (206) 329-0786  
[www.elcentrodelaraza.org](http://www.elcentrodelaraza.org) • 501c(3) Nonprofit Tax ID: 91-0899927

**ESSENTIAL FUNCTIONS:**

- Support with program outreach and enrollment by designing annual outreach campaign focus on reaching Latina/o families of Evergreen Middle School.
- Enroll youth participants and families through collection of intake forms and creation of Salesforce accounts.
- Schedule Monthly Check In with Families to Review youth progress in after school program and connect to necessary resources.
- Support with Delivery of Resources to program participants as necessary throughout school year.
- Plan, coordinate and deliver a virtual monthly families workshops, beginning with an orientation held in September and focus on middle school youth development, planning for high school and preparing for post-secondary options.
- Support and advocate as necessary on school campus, uplifting family and scholar needs.
- Track participant progress, number of participants, sessions attended, hours involved, and number of activities during program enrollment.
- Support daily program operations, facilitating enrichment segments and helping maintain ratios.
- Host weekly virtual Wednesday club that blends personal interest and youth interest to build rapport with you participants.
- Engage in partnerships and collaborations with other organizations.
- Attend weekly virtual and/or on-person meetings with supervisor. Attend Charlas and department staff meetings.
- Support completion of program reports, monthly narratives, success stories and program performance report for the Board of Directors.
- Refer qualified participants to El Centro's other wraparound services, including Financial Empowerment and Immigrant Family Safety Planning.
- Perform other duties and responsibilities as assigned.

**SKILLS/TECHNICAL KNOWLEDGE:**

- Computer proficiency, including Microsoft Office Suite, Salesforce, Zoom.

**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.

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



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#### **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 or work environment 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.

#### **Contact Information**

**To apply for this job please send your resume, cover letter and our employment application to:**  
Liz Huizar, Youth Programs Director, [lhuizar@elcentrodelaraza.org](mailto:lhuizar@elcentrodelaraza.org)

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

05/2022