



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:** Youth Job Readiness Training Program Coordinator

**FLSA Status:** TEMP July – December, 40 hours max-- non-exempt

**Department:** Youth Service Department

**Reports to:** Director of Youth Services

**Pay Range:** \$28.85- 32.00 DOE

**To Apply:** Please send cover letter, application (*found on website*) and resume 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.

### Covid-19 Vaccination Requirement

This position is subject to the City of Seattle and/or King County requirement(s) for contractors to be fully vaccinated against COVID-19. As a public entity interacting with the general public, all our staff must be vaccinated. Failure to submit proof of vaccination will result in the withdrawal of a job offer.

### JOB SUMMARY:

*Temporary Position, Employment from June through December 31, 2022, with a possibility of refunding*

The 'Youth Job Readiness Training Program' brings together 40 Latina/o high school aged- youth to build community, receiving cultural competent job readiness training and secure an internship for the spring semester. Our program is designed to foster an atmosphere of collective learning, celebration and fun! Scholars in our program participate in a hybrid after school styled program to learning skills such as resume building, financial literacy and interview skills.

As the Job Readiness Training Coordinator, you will be the lead of daily program operations and logistics. In collaboration with the Job Readiness Instructor, you will provide support to youth and families as they navigate the fall semester of program. We are seeking an organized, relational leader who can commit to ensure program quality is maintained, instructor is able to confident lead their curriculum, meals are ready for students and field trip logistics are set once a month. Spend your Fall supporting the next generation of scholars gain job readiness skills to ensure they enter the workforce with their bright potential at the forefront.

### ESSENTIAL QUALIFICATIONS:

- B.A. Degree in Business, Education, Communications, Social Work, Ethnic Studies and/or Related Field.
- Bilingual Spanish/English both written and oral fluency preferred.
- 3-4 years teaching/training experience.
- Familiarity with Latina/o community and/or diverse communities.
- Must have a Washington State Driver's License, vehicle, and proof of insurability.

### ESSENTIAL FUNCTIONS:

- Oversee day-to-day operation of job readiness program for 14-18 high school aged youth based at the historic El Centro De La Raza Building.
- Create outreach, recruitment and retention strategy to enroll 40 scholars to the program for fall semester.
- Ensure all intake forms are completed for all scholars enrolled and that SPS school IDs have been collected as part of the intake process.

- Plan orientation for beginning of job readiness program as well as monthly parent workshops to connect program learnings to household.
- Plan monthly field trip opportunities to use as incentives for positive student behavior and attendance.
- Ensure food/snacks are available at all in person sessions.
- Support Job Readiness Instructor find appropriate methods and tools that will enable participants to achieve career and job search knowledge and basic job readiness skills.
- Connect with various companies and other internship opportunities to support all scholars securing an internship for spring semester.
- Communicate necessary information regularly to students, parents/guardians and the YJRT Program Coordinator, and Youth Services Director regarding student progress and student needs.
- Monitor the progress of individual students and use information to communicate needed adjustments to instructor.
- Use relevant technology to support and differentiate instruction.
- Provide coaching and support to participants during the training process.
- Track attendance, outcomes and case notes via salesforce.
- Performs other duties and responsibilities as assigned.

#### **SKILLS/TECHNICAL KNOWLEDGE:**

- Computer proficiency, including Microsoft Office Suite, Salesforce, Zoom.
- Experience with teaching platforms such as: Kahoot!, Padlet, ClassDojo, etc.
- Classroom management experience
- Knowledge of job readiness curriculum

#### **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

#### **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 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.



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**El Centro de la Raza offers the following benefits to full-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. · 12 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.
- 15 days of vacation accrued by pay period; start accruing upon hire; eligible to take after 6 months of employment plus a floating holiday and birthday off.
- 9 days of paid holidays have been established 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.