



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:** Roberto Maestas After School Coordinator – SEA Site

**FLSA Status:** TEMP September 2022 – August 2023, 40 hours max-- non-exempt

**Department:** Youth Service Department

**Reports to:** Director of Youth Services

**Pay Range:** \$27.85-28.85

**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 September 2022- August 2023, with a possibility of refunding*

The 'Roberto Maestas After School Program brings together 30 Latina/o middle school aged- youth to build community, receiving ethnic studies pedagogy and academic tutoring supports. 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 explore their identity and ensure stay on track towards 8<sup>th</sup> grade promotion.

As the Program Coordinator, you will be the lead of daily program operations and logistics. In collaboration with the Academic Coach (work-study position), you will provide support to youth and families as they navigate the middle school years. We are seeking an organized, relational leader who can commit to ensuring program quality is maintained, academic coach is able to confident support scholars, meals are ready for students and field trip logistics are set once a month. Spend a year supporting the next generation of scholars establish their 'ganas' for learning!

### ESSENTIAL QUALIFICATIONS:

- B.A. Degree in Education, Communications, Social Work, Ethnic Studies and/or Related Field.
- Bilingual Spanish/English both written and oral fluency preferred.
- 2-3 years teaching/expanded learning 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:

- Meets academic and social Performance Commitments including academic progress, improved English language and literacy skills, increased community or school connection, and increased self-confidence and pro-social skills.
- Manages all aspects of the After School Program in coordination with the K-8 Program Manager and Director of Youth Services.
- Coordinates outreach and recruitment at Plaza Roberto Maestas Apartments, El Patio Apartments, other neighborhood apartments, local schools, and any other strategic locations.

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

- Attends daily After School & Summer classes (alternating between academic and ethnic studies).
- Coordinates and supervises recreational and artistic activities including Friday programming and field trips.
- Coordinates case management, parent engagement activities, and parent workshops, with other youth programs as applicable.
- Tracks and manages participant demographic information and progress toward program outcomes in case files and organizational database.
- Meets and communicates with K-8 Programs Manager on a weekly basis to provide updates towards meeting program outcomes, issues and concerns.
- Engages volunteers from local colleges and universities for support of afterschool academic and cultural activities as well as Friday's program activities.
- Attends all required staff meetings and weekly charlas.
- Support Workstudy staff in development of daily academic activities.
- Performs other duties and responsibilities as assigned.
- 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.