



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

Position Title: Youth Pre-Apprentice Program Coordinator

FLSA Status: 40 hours max-- non-exempt

Department: Youth Service Department

Reports to: Director of Youth Services

Pay Range: \$28.85-29.85 DOE

To Apply: Please send cover letter, application (*found on website*) and resume to lhuizar@elcentrodelaraza.org

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:

As a rapidly growing demographic group, Latina/os are experiencing exponential growth, expected to be 78% of the workforce in 2030. As such, El Centro De La Raza seeks to provide access to comprehensive and integrated education and training supports that increase the number of young adults productively engaged in the workforce with the end goal of self-sufficiency. Are you ready to support the growing Latina/o workforce?

The 'ANIMO' Program will recruit, enroll, counsel and place 50 Latina/o and/or traditionally underserved youth ages 16-24 into pre- apprentice and apprenticeship programs. As the ANIMO Program Coordinator, you will oversee daily logistics and ensure we are in line to meet contract requirements. The ANIMO Coordinator will be responsible for establishing relationships with outside partners to be ready to enroll youth as they enroll on the caseload. The Coordinator will be responsible setting up workshop logistics, ensuring all youth are processed through El Centro's intake process and are meeting program milestones. We are seeking a detail-orientated individual committed to supporting the upward mobility of young people from the community.

ESSENTIAL QUALIFICATIONS:

- B.A. Degree
- Preferred Degree in any of the following: Business, Program Management, Communications and/or Related Field.
- Bilingual Spanish/English both written and oral fluency preferred.
- 2-3 years work experience
- Willing to learn about Pre-Apprentice/Apprentice Fields
- Familiarity with Latina/o community and/or diverse communities.
- Must have a Washington State Driver's License, vehicle, and proof of insurability.

ESSENTIAL FUNCTIONS:

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

- Enroll and track progress of 50 scholars ages 16-24 in their pursuit of pre-apprentice, apprenticeship programming providing extensive case management and navigation to connect to all necessary resources.
- Ensure all scholars have reached HS-Diploma or GED Completion—if certificate is needed, connect to school district and/or El Centro's De La Raza's re-engagement Center.
- Plan logistics for bi-monthly outreach events to inform the South King Community of program.
- Facilitate El Centro De La Raza's Lunch and Learn Workforce Series to engage and recruit students.
- Administer and track results of assessment of the academic levels, skill levels, and service needs of each participant.
- Track milestones of student-driven Individual Service Strategy (ISS) for each WIOA youth participant.
- Support job readiness training through weekly sessions that focus on resume building, job skills and financial literacy.
- Ensure all intake forms are collected and attendance, outcomes and case notes are tracked in salesforce.
- Attend all staff meetings, 1:1 with Director of Youth Services, Charlas and/or any other additional collaboration meetings.
- Support completion of program reports, monthly narratives, success stories and program performance report for the Board of Directors.
- Performs 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

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.

Employee Signature

Date

Supervisor Signature

Date

cc HR, personnel file

REV 09/2022