



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: College GANAS Advisor
FLSA Status: Full Time, 40 hours max-- non-exempt
Department: Youth Services Department
Reports to: Youth Services Director
Pay Range: \$28.85- 29.85, DOE

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:

At El Centro De La Raza, we understand college attainment among Latin@ students is a critical investment as we enter 2023. Though great strides have been made since the Chican@ Movement of 1960's, as a result of the pandemic, Latin@ student enrollment dropped 17%. Supreme Court Justice Sonia Sotomayor has noted, "until we get equality in education, we won't have an equal society."

To support college attainment, El Centro De La Raza in partnership with Green River College seeks a College Advisor to support Latin@ 'GANAS' towards 4-year degree enrollment. GANAS can be translated as the desire to advance, to accomplish dreams. Thus, our College GANAS Advisor will support scholars from Auburn School District turn their GANAS into reality. By focusing on financial aid, scholarships and enrollment, our aim is to support long-term degree completion.

The College GANAS Advisor will be responsible for planning, recruiting, and executing workshops focused on demystifying the college-going process. Workshops will also be planned for families to support with intergenerational knowledge on how to support their scholar once enrolled in college. The College GANAS Advisor will also meet 1:1 with scholars who request more individualized support. We are seeking a detail-orientated individual committed to supporting the upward mobility of young people from the community.

ESSENTIAL QUALIFICATIONS:

- B.A. degree from accredited University and/or demonstrated experience in a related field
- 1-2 of nonprofit experience and/or other relevant experience working in education.
- Experience working with youth and/or Latin@ parents/caregivers.
- An understanding of college going process, financial aid application and credit enrollment.
- Bilingual Spanish/English both written and oral fluency. Able to communicate in English and Spanish with youth participants and their caregivers
- Familiarity with Latin@ 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.

ESSENTIAL FUNCTIONS:

- Support Latin@ scholars from Auburn High School demystify college-going process.
- Host at least 2 monthly workshops, one design for youth and one for youth and their caregivers.
- Coordinate workshop logistics included but not limited to: creating flyers, reserving rooms, building presentation, hosting weekly sessions, coordinating guest speakers.
- Create outreach materials including: flyers, correspondence for text message, social media and school newsletter.
- Schedule daily 1:1 with students needing individualized support.
- Plan College Visits as expanded learning opportunities.
- Work with school counselors and/or administrators as necessary.
- Track participant progress, number of participants, sessions attended, hours involved, and number of activities during program enrollment.
- Engage in partnerships and collaborations with other organizations.
- Attend weekly virtual and/or on-person meetings with supervisor. Attend Charlas and department staff meetings.
- Provide program reports, monthly narratives, success stories and program performance report for the Board of Directors.
- Refer qualified participants to ECDLR other wraparound services, including Financial Empowerment and Immigrant Family Safety Planning.
- Prepare end of year demographics report, site visit information, and other required documentation
- Enter program data into Salesforce database on a monthly basis.
- Perform other duties and responsibilities as assigned

SKILLS/TECHNICAL KNOWLEDGE:

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

WORKING CONDITIONS:

Hybrid work model, 3 days in person in the office/school, eligible work for 2 days work from home; 40 hour per week, Monday- Friday. May require flexible schedule to meet participant's needs. Workshops for families must be scheduled late evening. The position will be based at Auburn District Schools on 2 days, Green River College or El Centro De La Raza Federal Way office on third day.

ECDLR 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
- Ability to Lift 25 pounds

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.



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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.

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 public, all our staff must be vaccinated. Failure to submit proof of vaccination will result in the withdrawal of a job offer.

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: 1/2023