



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:** PA'LANTE *High School* Coordinator (Substance Prevention)

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

**Department:** Youth Services Department

**Reports to:** Co- Youth Services Director

**Pay Range:** \$28.85-\$31.00

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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:

At El Centro De La Raza, we understand supporting high school aged scholars is a long-term investment in healthy communities. As high school aged scholars develop their adulthood consciousness, our youth programs center identity reflection, cultural exploration, leadership development while also incorporating substance prevention. Launching Fall 2023, the P'LANTE prevention program will support high school school student through a workshop series, parent convening, policy camps and town hall meetings to support the larger South King County community with substance prevention programming. Our goal is to increase impact by providing positive interventions that nourish a community away from substance use.

El Centro De La Raza is seeking a PA'LANTE coordinator to support with day-to-day program implementation. We are looking for an individual passionate about serving community with experience developing and facilitating curriculum. To be successful in this role, we are looking for an individual with deep connections to the Latinx community and lived experience who can relate to youth and parent we are serving. Our approach is to inform and build health habits by providing information in a way that is culturally relevant to those participating in the programming. Are you passionate about public health and desire to positively impact youth and their families? Join the youth services team at El Centro De La Raza where we're bring our scholars 'PA'LANTE'.

### ESSENTIAL QUALIFICATIONS:

- B.A. degree in Public Health, Communications and/or Education from accredited University and/or demonstrated experience in a related field
- 3-5 of nonprofit experience or other relevant experience working in social services.
- Experience working with youth and/or Latin@ parents/caregivers.
- An understanding of substance prevention needs for diverse communities.
- 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.
- WA License and personal vehicle for visits between schools and Federal Way office.

## **ESSENTIAL FUNCTIONS**

- Develop cannabis prevention curriculum for high school youth; draft and finalize 8 week, twice a week program lessons centering protective factor strategies for substance prevention. Curriculum will be used to build the P'LANTE MS Program.
- Host Fall, Winter and Spring session of P'LANTE Program at three different high school sites within Federal Way School District. Prospective campuses include: Thomas Jefferson, Decatur, and Federal Way High School.
- Enroll at least 15 youth per season to complete P'LANTE program. Collect Intake Forms, create salesforce profile and track monthly outcomes to provide data for end of year reporting.
- Co-Host monthly parent convening, 100% in Spanish to provide families resources on substance prevention, space to share collective best practices and learn about projects scholars are engaging in.
- Maintain WhatsApp group and provide micro-trainings at parent convening so families can stay connected between monthly meetings.
- Build an exit survey and administer at parent convening to collect quantitative and qualitative feedback on success of resources.
- Co-Host P'LANTE Policy Camp for scholars previously enrolled in program sessions during school breaks. Policy campus will focus on teaching scholar how to advocate for substance prevention legislation and prepare scholar to host Roundtable week key stakeholders.
- Support in the facilitation of youth-led roundtable with key holders. Support in logistical event development and serve a resource for lead scholars.
- Co-Host quarterly substance prevention town halls meetings open to larger South King County Community. Collaborate with MS P'LANTE Program Coordinator for logistic.
- Attend radio broadcast (1530AM) monthly to share with larger Latinx community substance prevention strategies. Ensure that promotion for Town Hall meetings is timely executed via radio.
- Attend monthly professional development centering racial equity practices. Attend quarterly substance prevention content gathering series.
- Connect with school family liaisons and other administrator as needed to promote and report progress from all substance prevention programming.
- 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.
- 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 and Canva.
- Ability to set up and maintain two-face authentication.

## **WORKING CONDITIONS:**

40 hour per week, Monday- Friday based out of Federal Way office and/or Federal Way school districts. This position may be eligible for hybrid hours upon approval from supervisor.

## **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
- Ability to drive to workplace and school sites.



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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 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.

**El Centro de la Raza offers the following benefits to full-time:**

- Medical and Dental Insurance with competitive employee and family rates.
- Basic Life insurance provided at no cost to employee; option to buy 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 you have received your six (6) month evaluation, 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 Assistance 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.

**Covid-19 Vaccination Requirement**

All El Centro de la Raza employees are required to be fully vaccinated against Covid-19. Please bring your vaccination records on your first day. Failure to submit proof of vaccination will result in withdrawal of the job offer.

El Centro de la Raza Will consider requests for reasonable accommodation based upon disability or religious belief. Please contact [HR@elcentrodelaraza.org](mailto:HR@elcentrodelaraza.org) for the appropriate application forms.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

cc HR, personnel file  
REV: 08/2023