



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 Instructor (Cannabis Prevention)

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

**Department:** Youth Services Department

**Reports to:** Youth Services Director

**Pay Range:** \$28.85-\$30.29

**To Apply:** Please send cover letter, resume, and employment application to [msantos@elcentrodelaraza.org](mailto:msantos@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.

### JOB SUMMARY:

At El Centro De La Raza, we understand how formative the middle school years are for members of our community. The habits scholars set now will follow them into adult life thus our middle school programs center identity reflection, cultural exploration, leadership development while also incorporating substance prevention. Launching Winter 2024, the P'LANTE prevention program will support middles 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 related 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 years 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

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

- Develop cannabis prevention curriculum for middle 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 middle school sites within Federal Way School District. Prospective campuses include: Evergreen, TAF Sahagalie, and Kilo Middle Schools.
- 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.
- 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.
- 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.
- Host quarterly substance prevention town halls meetings open to larger South King County Community. Invite YCCPT partners as guest speakers and invite families and parents to engage in informative workshops.
- 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.

**Contact Information**

**To apply for this job please send your resume, cover letter and our employment application to:**

Mimi Santos, Youth Services Co-Director [msantos@elcentrodelaraza.org](mailto:msantos@elcentrodelaraza.org) and [hr@elcentrodelaraza.org](mailto:hr@elcentrodelaraza.org)

Please go to the El Centro de la Raza website to download a copy of our [Employment Application](#).

cc HR, personnel file

REV: 08/2023