



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 (Federal Way Based)

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

Department: Youth Services Department

Reports to: Maria Casarez, Youth Services Co-Director

Pay Range: \$28.85- \$30.29

To apply: Please send cover letter, resume, and employment application to mcasarez@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.

JOB SUMMARY:

At El Centro De La Raza, we understand college attainment among Latina@ students is a critical investment as we enter 2024. 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 Auburn School District and Green River College seeks a College GANAS Advisor to support Latin@ 'GANAS' towards 4-year degree enrollment. GANAS can be translated as the desire to advance and accomplish dreams. Thus, our Advisor will support scholars from high school(s) in the Auburn Public School system to turn their GANAS into reality. By focusing on financial aid, scholarships, and college 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 in Education, Social Work, Communications, and/or related field.
- 2-3 years of work experience, youth related field preferred.
- Experience working with youth and/or Latin@ parents/caregivers.
- Ability to build rapport and authentic relationships with Latin@ community, immigrant communities, and non-English speakers.
- An understanding of college going process, financial aid application and credit enrollment.
- Bilingual Spanish/English both written and oral fluency.
- 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:

- Support 40 Latin@ scholars from Auburn Public Schools demystify the college-going process.
- Host monthly workshops, both for youth and their caregivers.
- Coordinate workshop logistics included but not limited to: creating flyers, reserving rooms, building presentations, and coordinating guest speakers.
- Create outreach materials including: flyers, correspondence for text message, social media and school newsletters.
- Schedule daily 1:1s with students needing individualized support.
- Plan quarterly college visits as expanded learning opportunities.
- Work with school counselors and/or administrators as necessary to support and advocate for youth and family needs.
- 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.
- Attend monthly professional development workshops centering but not limited on financial aid and racial equity practices.
- 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.
- 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, 4 days in person in the office/school, eligible 1 day work from home; 40 hour per week, Monday- Friday. Travel from office to school(s) will be required. May also require a flexible schedule to meet participant's needs. Workshops for families must be scheduled late evenings. This position will be based out of our Federal Way location.

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,



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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 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.

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 for the appropriate application forms.

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

Maria Casarez, Youth Services Co-Director mcasarez@elcentrodelaraza.org and 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: 11/2023