



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: Student Support Advocate

FLSA Status: 40 hours, non-exempt (hourly)

Department: Youth Services Department

Reports to: Maria Casarez, Youth Services Co-Director

Pay Range: \$30.29 – 31.25

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) to 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:

Latino students face a disproportionately higher rate of exclusion from high school and GED completion programs compared to other ethnic groups. At El Centro De La Raza, we are committed to providing a culturally affirming pathway to GED completion, emphasizing a curriculum that reflects the community and is facilitated by staff mirroring those we serve.

As a student support advocate, you will support with the development and facilitation of engagement efforts to ensure our scholars are able to reach their goal of graduation, while also guiding them toward meaningful careers with sustainable wages. In collaboration with the program manager, you will also facilitate outreach and recruitment strategies focused on connecting with youth of 18-21 years old who have not received a high school diploma or GED certification. Overall, you will play a pivotal role in ensuring the success of our youth. To fill this role, we are looking for a detail orientated, committed individual ready to be proactive and have an empathetic approach to connecting and supporting our youth. Our scholars need someone who will reinforce the message of “Echale Ganas” and above all, someone who listens and believes in their potential.

ESSENTIAL QUALIFICATIONS:

- B.A. degree in Education, Social Work, and/or related field.
- 2-3 years of work experience, youth related field preferred.
- Experience working with out of school youth and their Latin@ parents/caregivers.
- Knowledge of GED program and educational support services
- Ability to build rapport and authentic relationships with Latin@ community, immigrant communities, and non-English speakers.
- Bilingual Spanish/English both written and oral fluency.
- Strong organizational and interpersonal skills
- Must have work experience in an official role in environment and adhere to office protocol
- Must have a Washington State Driver’s License, vehicle, and proof of insurability.

ESSENTIAL FUNCTIONS:

- Taking lead on case management efforts for 60 youth alongside the program manager and GED instructor.
- Facilitate orientation and onboarding for scholars choosing to enroll into the program.
- Support with the implementation of outreach plans, ensuring all messaging is properly circulated and that radio broadcasting, social media, and messaging is shared among partnering school districts and organizations.
- Review retention strategies with program manager to ensure youth are on track towards program completion.
- Provide guidance and mentorship to youth, emphasizing the importance of education and career development.
- Completes individualized learning plans measuring cultural capital to assess strengths – communicated plan with the rest of the team.
- Create outreach materials including flyers, correspondence for text messages, and social media campaigns.
- Collaborate with community partners and networks to expand outreach initiatives.
- Schedule 1:1s with students needing individualized support.
- Track participant progress, number of participants, sessions attended, hours involved, and number of activities during program enrollment.
- Attend weekly virtual and/or on-person meetings with supervisor. Attend Charlas and Youth Services department staff meetings.
- Attend monthly professional development workshops centering but not limited on racial equity practices.
- Support completion of program reports, monthly narratives, success stories and program performance report for the Board of Directors.
- 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
- Knowledge of re-engagement strategies

WORKING CONDITIONS:

Remote work eligible: Hybrid work model, with 4 days in person and 1 day remote. 40 hour per week, Monday-Friday 9:00am – 6:00pm. Travel from office to outreach events across King Country will be required. May require a flexible schedule to support with occasional weekend outreach opportunities and to meet participant's needs. This position will be based out of Federal Way.

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:



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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 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: 1/2024