



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: Re-Engagement Program Administrator

FLSA Status: 40 hours; exempt status

Department: Youth Service Department

Reports to: Maria Casarez, Youth Services Co-Director

Pay Range: \$67,800 - \$70,000

To Apply: Please send cover letter, application (*found on website*) and resume 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:

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 the Re-engagement Program Administrator, 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 student support advocates and ANIMO case managers, you will also facilitate outreach and recruitment strategies focused on connecting with youth of 18-24 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, Communications, Social Work, Ethnic Studies and/or Related Field.
- Bilingual Spanish/English both written and oral fluency preferred.
- 3-4 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@, immigrant, and non-English speaking communities.
- Strong organizational and interpersonal skills.
- Must have a Washington State Driver’s License, vehicle, and proof of insurability.

ESSENTIAL FUNCTIONS:

- Leads implementation of outreach plan, ensuring all messaging is properly circulated and that radio broadcasting, media and messaging is delivered to partnering school districts.
- Facilitates recruitment strategies, maintain contact list, the first line of connection to District Leaver’s list; collaborates on outreach efforts with the student support advocate as necessary.
- Brainstorms and facilitates retention strategies alongside student support advocate to ensure scholars are on track towards program completion.

Community Action Agency • United Way Agency • Affiliate of UnidosUs
2524 16th Ave South Seattle, WA 98144 • P: (206) 957-4605 • F: (206) 329-0786
www.elcentrodelaraza.org • 501c(3) Nonprofit Tax ID: 91-0899927

- Tracks Youth Attendance and provides data necessary for monthly billing -- including but not limited to ensuring all intake forms are collected, youth is part of Renton Tech District enrollment and tracked on salesforce and ETO.
- In charge of front desk/reception area— maintains calendar and schedules coverage as necessary.
- Serves as OSPI Liaison, attends Open Doors OSPI meetings with Co-Director.
- Serves as Renton Tech College Liaison, attends necessary meetings with Co-Director.
- Attends the Re-Engagement Network Meetings once a month and serves as organizational representative.
- Schedules GED completion exam and leads celebration for scholars reaching program completion.
- Collaborates with ANIMO case managers to connect youth to workforce development opportunities.
- Attend all staff meetings, 1:1 with Director of Youth Services, Charlas and/or any other additional collaboration meetings.
- Responsible for completing program reports, monthly narratives, success stories and program performance report for the Board of Directors.
- Performs other duties and responsibilities as assigned.

SKILLS/TECHNICAL KNOWLEDGE:

- Computer proficiency, including Microsoft Office Suite, Salesforce, Zoom.
- Experience with data tracking—software data management in Salesforce
- Knowledge of re-engagement strategies

WORKING CONDITIONS:

Remote work eligible: Hybrid work model, with 4 days in person and 1 day remote. 40 hours 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.

El Centro 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.

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.



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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,

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: 2/2024