Position Announcement and Job Description

Economic Empowerment Program Coordinator

Who We Are

The Hispanic Federation (HF) is the nation's premier Latino nonprofit membership organization. Founded in 1990, HF supports Hispanic families and strengthens Latino institutions through grant making and direct services in the areas of education, health, immigration, civic engagement, economic empowerment, and the environment. Values that drive our work include equality, fairness, diversity, and empathy.

Who We Seek

The Hispanic Federation seeks an Economic Empowerment Program Coordinator to help manage and contribute to HF’s Economic Empowerment programmatic and advocacy efforts that aim to increase the financial security of Latino families. The Economic Empowerment Program Coordinator will report to HF’s Senior Director of Economic Empowerment and support and expand the organization’s economic empowerment portfolio including HF’s direct service programs: financial education series, hunger relief and poverty reduction efforts, small business supports, and workforce development initiatives, as well as provide assistance for HF’s public policy advocacy.

Position Location: New York, NY
Reports to: Senior Director of Economic Empowerment

Job Duties and Responsibilities

Financial Education

• Coordinate and facilitate bilingual financial education sessions (in person or virtually)
• Tailor financial education curriculum to different audiences
• Develop collaborative relationships with local schools, community organizations, and government agencies to promote HF’s financial education initiatives
• Participate in community outreach events and efforts

Hunger Relief

• Manage local hunger relief campaign to provide meals via HF’s network of member agencies and partners fighting food insecurity
• Help with the implementation of annual public education campaign
• Coordinate food deliveries with community partners and distributors
• Keep track of food distributions, people served, outreach efforts for reporting purposes

Workforce Development

• Coordinate career events connecting job seekers to employment opportunities and skills training resources
• Support digital workforce development initiatives as needed

Small Business Support
- Assist with small business support services on a rolling basis

**Public Policy Advocacy**

- Help with research and drafting testimony and other related tasks

**Other**

- Ensure the high quality and success of Hispanic Federation’s Economic Empowerment programs
- Cultivate key relationships and partnerships with community leaders and community-based organizations in Hispanic Federation’s network
- Assist with other Hispanic Federation projects and initiatives as requested
- Perform data entry as necessary
- Provide support for special events and projects (sometimes requiring additional hours worked)
- Willingness to travel

**Required Skills and Qualifications**

- Minimum of a BA/BS degree and demonstrated interest in not-for-profit, programmatic, economic empowerment and capacity building work
- At least three years of professional experience in non-profit program management, community outreach and/or advocacy work
- Strong ability to develop work plans, manage budgets, set deadlines, oversee multiple projects and duties simultaneously, and prioritize assignments
- Ideal applicants will be efficient, results-oriented with high energy and exhibit an exceptional ability to work with others
- Self-starter with ability to prioritize work, meet deadlines, and adapt to evolving situations
- Strong commitment to Hispanic Federation’s mission and core values
- Excellent, well-developed verbal and writing skills are essential
- Bilingual in English and Spanish

**To Apply**

Please submit a résumé, cover letter detailing your interest and qualifications, and two relevant writing samples via e-mail to careers@hispanicfederation.org. No telephone calls.

The salary range for this position is $45k - $50k and is commensurate with experience. Compensation includes a benefits package with medical, dental, vision and a 403 (B) retirement plan.