Position Announcement and Job Description:
Digital Workforce Development Manager

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 a Digital Workforce Development Manager to administer its training initiatives that aim to expand and enhance the digital skills training programs of Latino-led nonprofits and increase their capacity to prepare Latinos for the workforce of tomorrow. This position will provide support to our Institutional Development and Economic Empowerment team and aid in the implementation of a digital workforce development project working closely with various stakeholders. Candidate must be detail oriented, have non-profit capacity building and innovative digital workforce development experience.

Position Location: New York City or Washington, DC
Reports to: Senior Director of Economic Empowerment

Job Duties and Responsibilities

Workforce Development
- Coordinate and implement HF’s workforce development initiatives, including the launch of a “digital accelerator” for Latino non-profit organizations in the technology workforce development space
- Assist with developing a customized curriculum, technical assistance offerings, and program evaluation tools for a network of nonprofit organizations as part of the digital accelerator
- Serve as point of contact between Hispanic Federation and program service providers/grantees, and consultants, monitoring performance, funding and payments
- Maintain regular communication with and coordinate site visits to grantees to provide grant oversight and identify opportunities for collaboration and/or additional support
- Ensure grantee compliance with all reporting requirements and prepare programmatic reports
- Maintain accurate records and provide timely financial and program activity reports on grants and program initiatives to Institutional Development and Economic Empowerment team
- Assist with collecting data and metrics results for reporting and knowledge sharing in the digital skills training space
- Help build a long-term capability center on best practices for digital skills training that will conduct research, develop curriculum and disseminate lessons learned to nonprofits providing digital workforce development
Other
- Ensure the high quality and success of Hispanic Federation’s workforce development 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

Required Skills and Qualifications
- Minimum of a BA/BS degree and demonstrated interest in workforce development
- Experienced in delivering workforce development training and digital literacy training
- At least two years of experience working in nonprofit program management and/or workforce development, preferably digital skills building
- 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 ability to develop work plans, manage budgets, set deadlines, oversee multiple projects and duties simultaneously, and prioritize assignments
- Excellent, well-developed verbal and writing skills are essential
- Willingness to travel and work additional hours during the duration of special projects
- Ability to work well with a diverse group of staff and volunteers
- Strong commitment to Hispanic Federation’s mission and core values
- Bilingual in English and Spanish. Writing skills in Spanish, preferred

To Apply
This is a full-time position that will require some travel. The salary range for this position if $55k - $65k and is commensurate with experience, with a benefits package that includes medical, dental, vision and matching 403 (B) retirement plan.

To apply, please email a cover letter and resume to careers@hispanicfederation.org. No telephone calls.