



Position Announcements and Job Description: Education Initiatives 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 grantmaking 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 **Education Initiatives Coordinator** to manage its K-12 education focused initiatives. This position will coordinate and facilitate evening and weekend Pathways workshops focused on early childhood education, college preparation and parental involvement. Pathways is a culturally competent educational seminar series that aims to support parents to actively support their children's education. This role will have flexible hours to accommodate for the non-traditional working hours and will require travel throughout the five boroughs. The Education Initiatives Coordinator will report to the Federation's Assistant Vice President for Programs.

Position Location: New York City

Reports to: Assistant Vice President for Programs

Job Duties and Responsibilities

Pathways

- Coordinate and facilitate bilingual educational seminars on Early Childhood Literacy activities and College Preparatory skills with Latino parents and families
- Develop collaborative relationships with local schools, community organizations, and civic associations to promote HF education initiatives
- Measure behavioral change through outcomes evaluations and survey tools

Education Event Coordination

- Help coordinate education related meetings and other related events such as Town Halls, Community Forums, the Hispanic Education Summit, Education Summer Fest and other events
- Support the implementation of an education campaign by helping coordinate phone banks and other public education activities

Other

- Ensure the high quality and success of Hispanic Federation's K-12 education programs
- Cultivate key relationships and partnerships with NYC Department of Education schools, charter schools, 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:

- Bachelor's degree
- At least 3 years of professional experience, preferably in education management
- Experienced in delivering education related trainings
- Excellent oral and written communication skills (Bilingual English/Spanish)
- Excellent interpersonal and communication skills, with a flexible and collaborative spirit
- Must be able to function well in a fast-paced work environment, able to respond to multiple requests for assistance simultaneously
- Willingness to travel and work weekends or additional hours during the duration of special projects
- Computer skills including Microsoft Office (Word, Excel, PowerPoint)
- Ability to prioritize and work under deadlines
- Enthusiasm, professionalism and a passion for serving the Latino community
- Strong commitment to Hispanic Federation's mission and core values

To Apply

This is a full-time position that will require some travel. The salary range for this position is \$40k-\$45k 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.