

# Voces Unidas Program Coordinator

Posted: August 2021

## Description of Program Coordinator Role:

Voces Unidas of Boulder County (VU) is thrilled to announce its first “hired position”, the **Voces Unidas Program Coordinator**, to a qualified candidate who shares and has a complete understanding and passion for this VU vision. *We envision our undocumented youth & their families as fully recognized and integrated members of an equitable community.* They will also dedicate themselves to our mission *Voces Unidas of Boulder County is a grass-roots collaborative that develops equitable support systems in SVVSD and BVSD through the mobilization of undocumented youth and allies.*

The VU Program Coordinator will work closely with the Voces Unidas of Boulder County Steering Committee and working group leaders to run each of our three programs: Undocu-Ally, Undocu-Peers, and Undocu-Wellness. They will report back to the Steering Committee and working groups leaders. An ideal candidate should be passionate about community building, social justice, immigrant rights, policy change, bringing down systemic barriers for equal access to education, mental health, and overall well-being of immigrant youth & families.

## Responsibilities of Program Coordinator:

The VU Program Coordinator will:

- Develop the operational structure of each program that include logistics like creating:
  - Timelines and work plans for each program.
  - Meeting agendas and facilitating the meetings for each working group.
  - Training components and implementing programs.
  - Activities related to our programs that serve and involve immigrant youth.
- Create goal evaluation systems to measure success indicators for each program including:
  - Conduct research and report on findings when necessary to improve programs, collaborations and resources offered through our programs.
  - Conduct interviews, surveys and analysis of evaluations to support data collection.
  - Prepare written narratives to report on initiatives, events, activities, etc. for both internal analysis and external publication.
  - Facilitate analysis of success indicators with the Steering Committee for strategic planning.
- Work in collaboration with each program’s working group leader to:
  - Plan and report progress, budget expenditures, weekly objectives.
  - Provide personal insights while working alongside the working group on program implementation.
  - Contribute to overall team efforts and organizational development.

- Recruit and support participants in our programs.
- Perform outreach efforts in the local community, by:
  - Attending meetings, tabling at events, conducting presentations, doing community organizing, managing phone calls and other messaging.
  - Using cultural brokering & leadership skills to grow the support systems and resources needed to further the impact of VU programs.
- Utilize spoken and written Spanish and English skills.
- Arrive on time and be consistent and prompt with task completion.
- Take direction and be self-directed, while working collaboratively, depending on the situation.
- Be open to learning and trying new things and being innovative.
- Be prepared to follow a structured schedule while maintaining flexibility for schedule changes.
- Work collaboratively with partnering and aligned organizations.
- Have access to reliable internet connection, computer and transportation for in person meetings.
- Work with youth and youth serving organizations.
- Support fundraising for the continuation of their position.

## **Preferred Experience from Candidate:**

An ideal candidate will have:

- Experience with grassroots community organizing against systems of oppression.
- Worked with public school systems and/or attending public schools in the U.S.
- Worked with the BIPOC student population.
- Developed and implemented new programs.
- Managed a limited budget.
- Experience as a Community Cultural Brokering using bilingual skills.
- Mastery of technology platforms such as Gmail, Google Docs, GCalendar, Sheets, and PowerPoint, Zoom, and social media applications like WhatsApp, Facebook, Instagram, and/or willingness to learn.

## **Preferred Attributes from Candidate:**

An ideal candidate will have:

- Fluency in spoken and written Spanish and English.
- Personal knowledge of immigrant issues and the systemic oppression that immigrants experience.
- Strong collaboration and team-building skills, with commitment to collaboration.
- Strong interpersonal, organizational and critical thinking skills.
- Strong bi-lingual presentation skills to present to a large audience.
- Ability to pay attention to detail, problem solve, anticipate issues and to adapt and improvise.
- A passion for community building and social justice.
- A high school degree, HS equivalency from country of origin, or other education equivalent.



## Hours and Compensation:

This is an independent contractor position starting on approximately September 15, 2021 with a minimum of a 6 month commitment (through March 31, 2022). Compensation for this position will be \$30.00/hour. This is a part-time position starting at 10 hours/week, with the opportunity to increase in hours based on organization's needs, the organization's funds, and contractor's availability (may be quickly extended based on the new funds made available to the organization and ability of the Program Coordinator to continue the increasing work). Upon hiring, the orientation and training schedule for the contracted position will be determined based on time availability of the contractor which will be finalized during the interview process.

This position will be based remotely with required in-person attendance for some activities, events and meetings. Based upon reopening recommendations from the public health department, we may request the Program Coordinator to work a percentage of their time at home and another percentage out in the community; priorities will be determined with support of the working group leaders of each VU program. The Program Coordinator must be available for virtual meetings with Steering Committee members during weekdays, with preference of time between 9:00 AM-4:00 PM, Mondays-Thursdays. We are committed to equitable hiring practices and adherence to Title VII of the Civil Rights Act of 1964, which protects workers from discrimination based on race, color, religion, sex, and national origin.

***NOTE: Voces Unidas of Boulder County follows all Boulder County and state of Colorado public health guidelines and Covid19 protocols. If you have not been vaccinated yet we will provide directions to free local vaccination clinics.***

## How to Apply:

***TO APPLY:*** Email a resume and describe in your email your interest in this position no later than 5 pm August 30, 2021 to Laura Soto at [laura@philanthropiece.org](mailto:laura@philanthropiece.org). Applications will be reviewed on a rolling basis by the Voces Unidas hiring team. Finalists will be asked to attend a series of 2-3 interviews with different team members and asked to give a short bi-lingual presentation to a small group to showcase bilingual presentation skills. Application due date may be extended according to the VU Steering Committee's determination of finding the ideal candidate.