

JOB POSTING: Bilingual Program & Volunteer Coordinator

(updated 08.21.19)

REPORTS TO: Executive Director

EMPLOYEE TYPE: Part-time

FTE: 0.50 (approximately 20 hours per week; hours may fluctuate with workload)

WAGE: \$16-18 / hour, DOE

SUMMARY OF POSITION

Downtown Languages (DTL) is seeking a part-time Bilingual (English/Spanish) Program and Volunteer Coordinator to be the primary administrator for our Pilas Family Literacy and Pasos al Futuro programs. The Coordinator will work with other administration staff, instructors, and community partners to ensure successful delivery of these two programs. Both programs require a great deal of coordination and managing of details.

The Program and Volunteer Coordinator will also coordinate volunteers for all DTL programs, though almost all volunteer hours are utilized to support the Pilas program.

Finally, the Program and Volunteer Coordinator will assist with other administrative tasks to contribute to a successful administration team.

ORGANIZATION AND PROGRAM DESCRIPTIONS*

DTL is a nonprofit agency that works in Lane County with a mission to increase opportunities for immigrants and build respect and understanding across cultures by providing language, literacy, and other educational programs. We envision a vibrant community where people of all cultures feel welcome and can participate effectively.

The Program and Volunteer Coordinator will primarily support two of our programs: Pilas Family Literacy and Pasos al Futuro. Pilas is a family literacy program for Latino families with children aged 0-13, designed to involve the entire family in their children's educational success. Pasos al Futuro is a summer youth leadership and career transitioning program for Latino youth.

**A more detailed description of each program is provided at the end of this posting.*

PRIMARY TASKS & RESPONSIBILITIES

The primary tasks for this position are detailed by program or major responsibility to help applicants have a deeper understanding of the work that will be entailed. These are the key requirements, but are not fully inclusive of all responsibilities.

Coordinate Pilas Family Literacy Program:

- Coordinate program space and related logistics with school district personnel.
- Facilitate recruitment, training, and support for bilingual/bicultural staff.
- Ensure sufficient volunteer support.
- Manage and coordinate adequate supplies for instructors, including teaching materials.
- Create and manage program documents, including: calendars, contact lists, applications, student database, reading program tracking materials, packets for instructors, surveys, student contracts, and all other materials needed onsite.
- Coordinate and complete client outreach.
- Deliver orientations and manage other communications with participating families.
- Coordinate student assessments with instructors and staff, gather and organize materials, and prepare reports.

As well, the Coordinator will periodically act as an ambassador to organizations and programs wanting to learn more about this unique program. The Coordinator will also help establish new program locations as funding allows.

Coordinate Pasos al Futuro Program:

- Organize and/or participate in planning meetings with Puertas Abiertas and Pasos al Futuro staff.
- Assist with creation of program documents.
- Coordinate career-transitioning component of program, including scheduling workshops with community resources, scheduling field trips, and arranging job shadowing.
- Assist with logistics, including orientation and graduation ceremonies.
- Recruit and coordinate volunteers to help with logistics.
- Manage budget and purchase materials.

Coordinate Volunteers:

- Recruit, support, and communicate with volunteers.
- Maintain volunteer paperwork.
- Maintain and develop relationships with programs/organizations that provide opportunities for volunteer recruitment.
- Work with DTL instructors and staff to determine needs for volunteers.

ADDITIONAL RESPONSIBILITIES

In addition to the primary responsibilities outlined above, the Program and Volunteer Coordinator will be part of DTL's small, dedicated administration team and will periodically help with other tasks in support of successful delivery of all of our programs. Potential tasks include assisting with:

- Fundraising activities.
- Securing grant funding for Pilas program.
- Coordinating cultural events.
- Tabling at festivals and community events.
- Representing DTL at community forums and collaborative meetings.
- Staffing the administrative office when reception staff is not available.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

The successful candidate will be friendly, approachable, flexible, and respectful; have a passion for our mission; enjoy working with people from a wide variety of cultures; work well as part of a team; and have a talent for organizing and managing details. The coordinator will take the initiative to develop the programs beyond the minimum stated requirements and be able to work independently to determine and complete tasks once established with the organization. Additional requirements include:

- Advanced oral and written communication skills in English and Spanish (language skills will be tested).
- Experience working in a multi-cultural environment.
- Minimum education requirement: Associate's degree, preferably with focus in nonprofit administration, business administration, social work, education, or other related areas of study.
- Demonstrated high attention to detail and exceptional organizational skills.
- 1-2 years prior experience coordinating programs or other relevant experience.
- Experience collaborating with other organizations or teams to accomplish projects or deliver programs.
- Computer skills: keyboarding, Microsoft Office software, and prior experience using any database.
- Availability to work a varied schedule with occasional evenings required.
- Must have own transportation.

ADDITIONAL DESIRED QUALIFICATIONS

- Experience completing outreach.
- Experience coordinating community events.
- Volunteer recruitment and coordination experience.

WORK SCHEDULE AND LOCATION

This is a part-time, year-round position averaging 15-20 hours per week. When Pilas and Pasos are not in session, the weekly schedule affords some flexibility. The primary worksite is at the Downtown Languages office in downtown Springfield when not onsite at the programs or at meetings. When not at a program or other activity as described below, the work schedule will generally fall within normal business hours of 9:00 AM-5:00 PM.

When the Pilas program is in session (10 weeks in each of the fall and spring terms), the coordinator will be required to be onsite at the program 2-4 nights each week from 5:45-8:15 PM, depending on the specific activities scheduled for the week.

When the Pasos al Futuro program is in session (3 weeks in the summer, typically July), the coordinator will be required to be onsite at Lane Community College and other event venues for certain activities, and may work additional hours, including evenings and weekends.

Some evening and weekend hours may be required periodically throughout the year, and some periods may require more or fewer weekly hours than others.

COMPENSATION AND BENEFITS

- Starting wage is \$16-18/hour, depending on experience.
- Paid vacation (vacation days determined by FTE).
- Paid holidays (actual time paid determined by FTE).
- Sick time accrues at the rate of one hour per 30 hours per Oregon state law.
- DTL offers a casual, flexible, compassionate, and supportive work environment.

DETAILED PROGRAM DESCRIPTIONS

Pilas is a family literacy program for Latino families with children aged 0-13, designed to involve the entire family in their children's educational success. Participants are families who speak Spanish as their native language, and have kids who will be entering or have already entered the school system and are at high risk of falling behind. Pilas offers culturally-appropriate classes, divided by suitable age ranges to best facilitate learning. The curriculum for each class caters to the specific needs of its respective age range: young children receive instruction that helps them prepare to enter school with grade-appropriate knowledge and social-emotional skills, older children get help with homework and practice reading and math, and adults learn and improve their English language skills. Parents who can help with homework, attend school activities, read bulletins, conference with teachers, and generally navigate the school system can much better support their children. As well, we offer a weekly family activity as a component of the program to encourage the entire family to work and learn together.

During the academic year, Pilas offers participants two 10-week sessions of literacy skill-building and language acquisition courses at sites in Springfield and in the Bethel area of Eugene. Classes are taught

two evenings a week at each site for the duration of the 10-week sessions, held in the fall and spring terms. The program has been offered for the past nine years.

Pasos al Futuro is a summer youth leadership and career transitioning program for Latino youth. Offered in coordination with Lane Community College's Puertas Abiertas program, the 3-week program offers workshops covering topics such as college admission requirements, college academic programs, and available support services, with a focus on identifying positive, proactive values and habits that will maximize students' opportunities for success. The program is designed within a cultural framework based on Chicano/Mexicano, Hispanic, Latino/a, and Caribbean experiences. Students complete a portfolio containing scholarship applications and essays, college applications, résumés, and a financial plan. Participants also participate in job-shadowing with businesses and organizations in our community. The program has been offered for the past eight years.

HOW TO APPLY

To apply for the Bilingual Program and Volunteer Coordinator position, please submit your résumé, cover letter, and answers to the supplemental questions below via email to inquire@downtownlanguages.org.

Priority consideration will be given to applications received before **August 30, 2019**. The position will remain open until filled. The successful candidate will attend a mandatory meeting on 9/16/19 and must be available for the fall Pilas session which begins 9/30/19.

Supplemental questions:

1. Why do you want to work at Downtown Languages? What do you know about our organization, and how do you see yourself fitting in?
2. Describe cómo adquiriste el español y cómo has desarrollado tus habilidades orales y escritas en español. Debes escribir esta parte en español.