Job Title: Inspira-Path to Success Program Coordinator
Type: Part Time
Department: Youth Services

Position Summary:
The Inspira-Path to Success Program Coordinator will work to ensure High School seniors and beyond have a plan for their future, whether it be career oriented or college/university oriented.

Essential Duties:
• Implement and enhance the Pathway to Success program
• Manage the College HUB initiative by providing one on one cancelling to students and creating events to promote college/university at this space.
• Assist in the Latino Youth Leadership Academy by collaborating with program manager in designated activities.
• Develop successful and trusting relationships with students, parents, partner organizations and schools to provide better information/services to clients
• Evaluate program effectiveness and monitor progress.
• Monitor student academic progress to ensure student academic success.
• Serve as a liaison between cluster feeder schools, LAA, partners, and colleges to ensure all students are on track to graduate on time.
• Arrange field trips, college tours, enrichment activities and service-learning activities
• Must be flexible with hours, some weekend/evening hours are required
• Work with the team on the planning and implementation of the Latino Youth Leadership Conference.
• Other duties as assigned

Qualifications and Requirements:
• Bachelor’s degree in related field (education, human services, or counseling)
• Experience working with middle and high school setting, or K-12 programs
• Must be a collaborative team player, detail oriented, have ability to work independently
• Have working knowledge on challenges and issues of immigrants,1st generation Latino students, low-income families, socially, economically and politically
• Demonstrated proficient knowledge of computers (Microsoft Word, Excel, Publisher), multimedia usage and database management
• Proficient bilingual English and Spanish oral and written language skills
• Excellent written, oral presentation, and interpersonal skills
• Strong organizational skills and attention to detail

Send your resume to: evelez@thelaaa.org