



Latin American
Association

JOB DESCRIPTION

JOB TITLE: Youth Services Program Manager	LOCATION: Atlanta
REPORTS TO: Managing Director of Youth Services	DEPARTMENT: Youth Department
STATUS: Exempt	LAST DATE REVISED: 08/31/2022

About the Latin American Association

The mission of the Latin American Association (LAA) is to empower Latinos to adapt, integrate and thrive. Our vision is 'Opportunity for all.'

Founded in 1972 to serve Atlanta's then-emerging Latino population, the LAA has grown to become the region's leading agency representing Latino issues. Our 43-year history and community-based mission render the organization truly unique in its work and capabilities. The LAA stands as the oldest, most trusted, and only fully bilingual organization in the region focused exclusively on the needs and concerns of the Latino community.

Impacting over 44,000 individuals each year, the LAA offers Latinos an extensive range of evidence-based services, programs and supports to help them achieve success. Our core programs include Family Services; Employment Services; Women's Economic Empowerment Program; Domestic Violence Legal Program; Immigration Legal Services; Education and Language Services; Youth Programs; and Policy and Advocacy Program.

POSITION SUMMARY

The Youth Services Program Manager works to host and facilitate the Latino Youth Leadership Academy or LYLA after-school program. The position requires you to work closely with school administrators, teachers, parents and students to ensure our clients are well-prepared for post-secondary education. Encourage parents to be advocates for their students and encourage students to encourage students to not give up on their education and future.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Planning the week's activities for LYLA (Latino Youth Leadership Academy) after-school program, going in person to the schools on Mondays, Tuesdays, Wednesdays, and Thursdays.
- Develop successful and trusting relationships with students, parents, partner organizations and schools to provide better information and services to clients
- Evaluate program effectiveness and monitor progress.
- Schedules and attends various middle and high school visits, presenting the benefits of attending college.
- Schedules presentations at various schools to provide information to parents on how to pay for their child's college tuition.
- Arrange field trips, college tours, enrichment activities and service-learning activities
- Work with the team on the planning and implementation of the Latino Youth Leadership Conference.
- Plans and assists at community events such as food drives at Plaza Fiesta, or at schools or community events that require the department to promote services to the community.
- Supports college coordinators with cases as needed to ensure workload balance.
- Must be flexible with hours. Some weekend/evening hours are required

- Other duties as assigned

QUALIFICATIONS

The qualifications listed below are representative of those required to perform the essential duties and responsibilities of this position successfully.

Education and Experience:

- Bachelor's degree in a related field (education, human services, or counseling)
- Minimum two years of experience in the education field working in middle and high school settings, or K-12 programs
- Pro solutions certification for child abuse and neglect

Knowledge, Skills, and Abilities:

- The ability to comprehend and effectively work within the confines of the operations and processes of the public-school system to effectively enroll new students.
- Strong organization, flexibility, and time management skills.
- Ability to develop curriculum.
- Strong written and oral communication and interpersonal skills
- Bilingual English-Spanish (written and spoken)
- Excellent project management and time management skills.
- Strong proficiency in desktop software, including Microsoft Office Suite (PowerPoint, Word, Excel, Outlook) and Google docs, Jotform, and Canva.

PHYSICAL DEMAND

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Occasionally, required to stoop, kneel, crouch, or crawl; taste or smell.
- Frequently required to stand; walk; sit; talk; hear; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance.
- Occasionally, required to lift or move up to 10 pounds

WORK ENVIRONMENT

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Regular, on-site attendance is required.
- Work is primarily in a climate-controlled office building or with moderate noise levels.

"

Acknowledgement : Employee _____ Date_____

Manager _____ Date_____

This job description is a multi-use document to assist the manager in organization planning, selection, training, and performance management; and to assist the employee in understanding the requirements and responsibilities of his or her position. Given the changing nature of any organization, the responsibilities of any position may change on a temporary or permanent basis to suit the needs of the company. Nothing in this document should be interpreted as limiting or restricting the company from making such changes in job assignments or job responsibilities, as it may deem necessary. The company reserves the right to amend or modify the contents of this document at any time. Nothing in this document shall be construed as an offer, contract, or guarantee of employment or work assignment