

Education Manager

The Education Department expands educational opportunities for personal growth and development of Hispanic/Latino community members, from child to adult. Its efforts address three main components: literacy and academic achievement for children, youth, and adults; workforce readiness and development; and community education, advocacy, and civic engagement; particularly that which leads toward citizenship and leadership development.

Reports to: President/CEO

Candidates for this position must:

- have a 4-year degree or equivalent experience in social work, education, or related field;
- Bilingual in Spanish and English.
- Strong oral and written Spanish and English skills
- Excellent program planning and evaluation, and budget management skills.
- One to two years of supervision experience preferred.
- Experience working with the Latino community is desirable.
- Must be creative, social, energetic, and self-motivated and feel comfortable presenting and working with large groups of people.
- Ability to work well under pressure, meet deadlines and be detail-oriented.
- Ability to work independently and collaboratively on various assignments simultaneously.
- Have experience in advocacy or is willing to participate in advocacy efforts
- Proficient of Microsoft Word, Excel and Access.

Duties of the position:

- Implement established curriculums, courses and programs to increase education opportunities for the Latinx Community in Orange and Durham County;
- Manage staff, volunteers, teachers and students;
- Manage education department events, community outreach, and participate in El Centro Hispano events;
- Maintain a working knowledge of Latino education issues at local, state, and national level in order to stay abreast of current issues, movements, events, and developments;
- Participate in committees and boards in representation of El Centro Hispano and the Education department;
- Prepare financial and programmatic reports for funding agencies and El Centro Hispano's Education Department.
- Grant Writing/Fund development
- Represent El Centro Hispano's education Departments with funders, community members, community partners in meetings.

This is a full-time salaried position with benefits, such as; paid vacation, health insurance, dental, etc.

To apply send cover letter and resume/CV to Pilar Rocha-Goldberg procha@elcentronc.org and Eliazar Posada eposada@elcentronc.org



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