



Chicano Latino Youth Leadership Project, Inc.

Program Coordinator Job Description

Full-time, Hybrid

Organizational Overview

The mission of the Chicano Latino Youth Leadership Project (CLYLP) is to enhance and further develop the leadership potential of California's youth as they prepare to become the future leaders of our state and nation.

CLYLP seeks to fulfill its mission by accomplishing the following objectives:

- Strengthening students' knowledge of state and local politics;
- Emphasizing the importance of cultural and family values;
- Inspiring students to realize their academic and professional potential through individual and group interaction with business, community, and political leaders; and
- Encouraging students to continue their education by attending college and providing them with the information they need to ensure success at the postsecondary level.

Vision and Impact

CLYLP has invested in and produced leaders benefiting California and the United States for over four decades. CLYLP has built a bench of Chicano and Latino leaders who have impacted every sector to intergenerationally advance the well-being of Chicano and Latino communities. Over 7,000 students have benefited from CLYLP's high school and alumni programs. CLYLP is evolving and maturing and has grown tremendously during this time from the start as a small team in 1983 to the now vast network across the state with hundreds of volunteers who have kept the mission alive. CLYLP is located across multiple regions in California, and through a recent \$1M investment by the State of California, is scaling its reach to those experiencing the most inequities and population growth, such as rural communities like the Inland Empire. This era marks an important time for CLYLP and with a new Executive Director, this will expand CLYLP's reach and impact, through increased alumni and community engagement, and resource development. CLYLP is in a healthy financial position and committed to building a sustainable organizational model with nationally recognized and replicable youth programs for BIPOC communities.

CLYLP leads the following core programs:

1. High School Programs
 - a. Regional summer institutes (3-day programs + family engagement)
 - i. Bay Area (UC Berkeley), 50 youth participants
 - ii. Central Valley (Fresno), 50 youth participants
 - iii. Los Angeles (UCLA), 50 youth participants
 - iv. Inland Empire (campus TBD), 50 youth participants *launching in 2024
 - b. Statewide Leadership Conference (8-day conference at CSU Sacramento)
2. Alumni Programs (year-round fellowships, internships, and scholarship programs)

Position Summary

The Program Coordinator will play a pivotal role in fostering the development and empowerment of young leaders participating in CLYLP programs. Working in close collaboration with the Executive Director, volunteer

board members, and volunteer program leads, this role will be responsible for managing and coordinating various programmatic initiatives that align with the core values of CLYLP, ensuring the delivery of high-quality educational experiences and leadership development opportunities for our students. This is a short-term, 12-month role, with the possibility of extension based on funding. The selected candidate will be required to travel frequently to Sacramento, Bay Area, Fresno, Los Angeles, and the Inland Empire.

Key Responsibilities

Curriculum Development:

- Develop and implement curriculum content that emphasizes the importance of community service and engagement.
- Support the CLYLP model that encourages the active participation of alumni, volunteers, and partners in community service initiatives, thereby cultivating leadership qualities and skills among participants.

Program Design and Planning

- Act as the point person for CLYLP programs that emphasize cultural history, values, and the significance of role models within the Chicano and Latino communities.
- Design strategies to enhance program participants' leadership potential, motivation, and self-confidence by helping them understand and appreciate their cultural heritage.
- Develop and implement initiatives that expose students to diverse opportunities and encourage pursuing higher education and personal growth.
- Empower participants to recognize their potential for positive social change and build self-confidence through various educational and experiential activities.
- Demonstrate a commitment to developing leaders who actively advocate for equitable policies and institutions across various sectors of society.

Partnership Management

- Establish and maintain strong partnerships with academic institutions, corporations, community leaders, and professionals to advance shared goals for youth development.
- Identify and leverage collaborative opportunities to enhance the scope and impact of CLYLP's programs and initiatives.

Community Outreach

- Uphold the organization's community-driven ethos, fostering a leadership development culture among alumni and volunteers.
- Provide ongoing training and mentorship to the next generation of volunteers and leaders within the Chicano and Latino communities.

Desired Qualifications

- A passion for social justice and equity, with a commitment to empowering youth from marginalized backgrounds.
- A deep understanding and appreciation of the cultural values and experiences of the Chicano and Latino communities.
- Bachelor's degree or equivalent experience

- Demonstrated experience (3-5 years) in program development, community relations, or a related field, preferably in a youth development or community-based organization context
- Strong interpersonal and communication skills, with the ability to build and maintain collaborative relationships with diverse stakeholders
- Proven ability to manage multiple complex projects and initiatives, ensuring effective implementation and measurable impact.
- Fluency in both English and Spanish is preferred.

Residency, Work Setting, and Travel Requirements

- Must reside in California, preferably in the following areas or regions:
 - Bay Area, LA, Sacramento, Central Valley or Inland Empire
- Ability to work in a hybrid work setting:
 - Office will be virtual; in-person engagement for supervision meetings, programs and summer institutes
- Expected to travel locally and statewide, estimated to be approximately 25-30% of the role depending upon where the candidate is based. Travel will be for ED meetings, site visits, org, and partner meetings.
- Required to travel extensively June-August for summer institutes and conferences in California

Salary and Benefits

The annual salary range is \$62,000 – \$65,000, commensurate with experience.

A comprehensive and generous benefits package will include 100% employer-paid medical, dental, and vision insurance for employees, 6-weeks of paid time off annually, 3 weeks of health leave annually, eligibility for pre-tax transportation, a \$300 remote work stipend monthly, and 12 weeks of paid family and medical leave after 90 days of employment.

Hiring Statement and Commitment to Equity

CLYLP is an equal opportunity employer and is committed to recruiting a broad and diverse pool of qualified candidates for this position. CLYLP does not discriminate on the basis of race, ethnicity, age, religion, gender identity nor sexual orientation. CLYLP is committed to a healthy, inclusive and respectful organizational culture. CLYLP strongly encourages applications from persons of color, women, LGBTQIA+, persons living with disabilities, and persons from all underrepresented groups whose background contributes to uplifting the diverse experiences of Chicano and Latino youth, families, and communities.

HOW TO APPLY

Interested candidates can apply via email by submitting your credentials to careers@clylp.org. Please include a cover letter, résumé/CV, and a list of three professional references. **Priority deadline to apply is November 1, 2024** However, applications will be accepted until the position is filled. In your cover letter, please explain how your values, experience, and background have prepared you for this leadership role and successfully equipped you to fulfill the core roles and responsibilities outlined in this job posting.