

**INDIANA
LATINO
INSTITUTE**



A Trusted Voice.

ILI Position Opportunity

Education Program Specialist

Indiana Latino Institute

ILI MISSION

ILI's mission is to advance Latino educational attainment and workforce preparedness statewide through advocacy, leadership development, and culturally responsive programming.

ILI VISION

EXTERNAL: ILI envisions a thriving and proud Latino community in Indiana, benefitting from its education attainment and career opportunities, and civically and economically contributing to the communities in which Latinos live.

INTERNAL: In reaching the Indiana Latino community's external vision, ILI serves as a trusted voice and a catalyst for change on all aspects of education, workforce preparedness, and other pressing issues affecting Latino Hoosiers.

EDUCATION PROGRAM SPECIALIST

The Education Specialist works directly with participants using an individual action plan to increase retention and completion in higher education for Latino college students, and non-traditional students. The Education Specialist assists in other areas of the overall components of the Education Program.

CANDIDATE QUALIFICATIONS

The ideal candidate for the Education Specialist will possess the following qualifications:

- Minimum of a bachelor's degree from an accredited university in education, higher education, social work or related field such as youth services,
- Experience with case management, higher education with student support services, working collaboratively with community-based organizations and diverse communities, and managing and conducting community education and outreach,
- Two years or more of experience working with adolescents and young adults,
- Knowledgeable on financial aid and professional development opportunities for college students (FAFSA eligible, DACA, undocumented),
- Strong skills in planning, delegation, critical thinking, and organization,
- Non-profit work experience preferred,
- Must have reliable transportation and valid driver's license and meet state required automobile insurance minimums,
- Available to work evenings and weekends when events are scheduled,
- Available to travel across the state as needed,
- Bilingual in English and Spanish strongly preferred.

Requisite Candidate Traits

- Superior interpersonal skills and ability to work with a disparate set of individuals, both internally and externally while representing the organization
- Strong public speaking and written communication skills
- Ability to work collaboratively in a team environment,
- Works well independently and/or in a group
- Positive attitude and strong work ethic
- Ability to multi-task; prioritize competing projects and assignments,
- Interested in eliminating education disparities in the Indiana Latino Community

- High-energy individual who takes initiative with a positive outlook and can manage change,
- Demonstrates the ability to take the initiative on developing creative and innovative methods for outreach.

PRIMARY ROLES AND RESPONSIBILITIES

Specific duties and essential skills for this position include:

- Implement all aspects of the College Access Program and work with the ILI Director of College Access to grow the capacity of the program,
- Recruit participants for Scholarship, Workforce Development, and the Latino Education Summits,
- Meet with high school students to conduct initial assessments and create action plans; conduct ongoing follow up meetings in person/virtual and home visits as needed,
- Provide students with information to assist with access to educational and career resources,
- Partner with universities/colleges administrators to promote the ILI Education Programs,
- Organize and execute workshops for high school students,
- Organize VOICE empowerment clubs at high schools,
- Engage all program participants to effectively build a connection with the organization
- Attend community and education events,
- Complete educational presentations to college/universities, organizations, and other Latino serving institutions,
- Assist with planning of annual Indiana Latino Education Summit and College and Career Fair
- Maintain adequate safeguards for privacy and confidentiality of participants' information.
- Assist Director with the completion of grant reports,
- Assist Director by providing creative approaches to promoting and facilitation of program initiatives and events,
- Perform other duties as assigned.

ILI BENEFITS

ILI offers a competitive salary and benefits package.

- 100% premium for Health Care, Dental and Vision,
- 100% premium for Life Insurance
- Retirement Plan match
- PTO (20 days)
- 10 paid Holidays

INTEREST IN THIS OPPORTUNITY

Candidates interested in this opportunity should submit a cover letter, a resume, and the names and contact information for three references (names of two professional and one character reference) to ILI President and CEO Marlene Dotson at: **mdotson@indianalatinoinstitute.org**

References will be contacted if and when the candidate is a finalist for the position.

Position will remain open until filled.