LIA Regional Program Manager
Latinos in Action (LIA), founded in 2001
Non-Profit, 501(c)(3) since 2011

Position: Full Time
Compensation: $42,000-$45,000; salary
Benefits: Included

About the Organization
The mission of Latinos in Action is to empower Latino youth to lead and strengthen their communities through college and career readiness. LIA currently serves 122 schools throughout Utah, Idaho, Washington, Arizona, Florida, and Texas. One hundred of these schools are located in 25 of Utah’s school districts; including high need districts like Granite, Salt Lake, Canyons (Midvale), Davis, and Alpine. LIA currently serves over 3800 students annually through LIA classrooms. These middle, Junior High, and High School students are paired with elementary school students as mentors and tutors; bringing the total students LIA reaches to more than 7600 annually, and growing. LIA’s objectives are: 1. All LIA students graduate high school, college and career ready, 2. All LIA students retain through post-secondary educational tracks while cultivating character traits and leadership skills necessary to succeed in life, 3. All LIA students complete post-secondary educational tracts and enter the workforce earning a livable wage, 4. All LIA students have the self-efficacy to persist through their educational goals and become contributing members of their communities.

Position Overview
The LIA Regional Program Manager works to implement LIA programming with fidelity in LIA partner schools and districts for a specified region. As LIA continues to grow, this position plays a crucial role in maintaining teacher relationships and identifying key areas for ongoing professional development and training. It will also involve data gathering and analysis to demonstrate outcomes, and plays a decision making role in supporting the LIA program platform. This position also plays a key supportive role in strategic planning around programmatic expansion in partnership with LIA’s Executive Management team. As part of a small staff, this position is expected to have excellent communication skills, be a team-player, and committed to the mission, values, and vision of LIA. LIA is at a crucial time in growth and sustainability which will require patience, thoughtfulness, the ability to take initiative, to compromise, and an ability to balance “vision” with “boots on the ground” implementation.
POSITION RESPONSIBILITIES:

Management
  • Directly reports to the Director of Educational Partnerships

Programmatic Implementation
  • Main support/point-of-contact for LIA teachers in assigned region, including classroom visits, ongoing help, connection with community partners, etc.

  • Implements organizational and programmatic objectives with fidelity (In assigned region).

  • Assists Director of Educational Partnerships in LIA curriculum development; i.e. conducting needs and task analyses, analyzing and implementing feedback to continuously improve curriculum, designing relevant and innovative curriculum projects, creating instructional materials, evaluating and improving curriculum assessments, etc.

  • Collaborates with the Director of Educational Partnerships to develop ongoing, online professional development for LIA teachers.

  • Provides technical assistance and maintenance of LIA curriculum and content, including monitoring LIA teacher tools i.e. Canvas, Reflections, etc.

  • Participates in strategic planning around growth of LIA programming and facilitates LIA programmatic growth in assigned region; i.e. develops new school partnerships; on-boards new districts, schools, and teachers; maintains current relationships.

  • Leads the planning and execution of the Bi-Annual LIA Educator Institutes (In assigned region); assists with designing, developing and evaluating the training and training tools.

  • Assists the executive management team in organizing, planning, and executing LIA Initiatives including the LIA Youth Leadership Conferences and the annual LIA Leadership Boot Camp.

Data Analysis and Evaluation
  • Supports data gathering and analysis to understand LIA’s impact on college and career readiness.

  • Works in partnership with the Director of Educational Partnerships to spearhead programmatic evaluation projects of LIA
The successful candidate will have both knowledge of and demonstrated success in:

- Educational Pedagogy
- Instructional Design
- Strategic Planning
- Project Management
- Programmatic Implementation

Additional Qualifications include:

- Adaptable
- Innovative
- Detail-oriented
- Able to handle high-stress, fast-paced situations
- Organized
- High-commitment level
- Team-player
- Analytical thinker
- Positive Attitude

Requirements

- Bachelor's Degree required, Master's Degree preferred in Education, Public Administration, Non-profit Management, Curriculum Development or Instructional Design, etc.
- Minimum 2+ years’ experience in educational setting; experience in K-16 educational pipeline preferred
- Experience with at-risk and minority youth
- Excellent written, verbal, and interpersonal communications skills.
- Proficient in Microsoft Office Suite (candidate must be very comfortable with Excel).
- Must have a car and valid driver’s license

Additional Preferred Skills

- Bilingual (English and Spanish), but not required
- Former LIA teacher preferred

How to Apply

- Send your resume and cover letter to contact@latinosinaction.org
- Position will be open until September 30th OR until filled