

Job Title

Program Manager

Agency assignment

The Michigan Hispanic Collaborative (MiHC)

Term

Full Time - Salary

Job Summary

We are seeking an experienced leader to work on an exceptional project that impacts the nation's fastest growing minority group. As a Program Manager for the Michigan Hispanic Collaborative's (MiHC) program, La Próxima Generación (Próx Gen), projects will be centered on the support and advancement of MiHC's commitment to improve the Hispanic student, College Access, College Success, and Early Career/Young professional pipelines.

Our vision is to break the cycle of Hispanic poverty by accelerating their economic mobility through education and early career program support. We uniquely select, train, and mentor academically ambitious Hispanic students in under-resourced communities and work to eliminate equity barriers that stall high school and college academic and employment opportunities.

The Próx Gen program supports students over the course of ten years, from Junior year in high school through college and early career during critical transitions in a Hispanic student's life.

We are looking for a proven leader that is a highly organized, responsible, self-motivated, is a dedicated individual with strong writing, research, interpersonal and staff management skills, and can execute auxiliary projects with little direction. In this role, the manager will be primarily responsible for oversight of the college success coach staff and the execution of various operational and program specific projects. The successful candidate will be able to work independently and collaboratively, based on the nature of the project.

This manager will report to Anita Martínez, Executive Director of the Michigan Hispanic Collaborative.

A cover letter, resume, two letters of recommendation, and a one page writing sample are required for consideration for this position. The cover letter should address your specific interest in the position, and outline the specific skills and experiences that best position you to excel in this role. If selected and extended an offer, the candidate must be available to complete the mandated drug screening and background checks.

Skills & Qualifications

- 5-10 years demonstrated experience managing staff.
- A bachelor's degree in business, liberal arts, community development, education, or a related field.

- Excellent organization and prioritization skills.
- Excellent interpersonal and communication skills (both written and verbal).
- Flexibility and poise in dealing with a diverse set of individuals and organizations.
- Demonstrated proficiency utilizing database management systems as well as MS Office products (e.g., SharePoint, Access, Excel, PowerPoint, Word), and the Google suite of applications (calendar, presentation, communication and reporting tools).
- Demonstrated proficiency utilizing social media platforms and analytics reports.
- Capacity to work on multiple tasks and projects simultaneously, while still meeting priorities set by his/her superiors.
- Strong analytical skills and attention to detail.
- Demonstrated experience working with low to moderate income families preferred.
- Ability to work independently and with a team, depending on the project.
- Flexibility with regards to new projects.
- Grant-writing experience preferred but not required
- Fluent Spanish speaker and writer required

Essential Duties and Responsibilities

- Oversee the training, ongoing professional development, and performance goals for all college success coaches.
- Coordinate, facilitate, and improve select parent and scholar workshops.
- Manage partner College Advise Corp Staff and assigned school partner relationships.
- Lead the implementation of the marketing and social media plans.
- Work cross-functionally with leadership team to improve service delivery, assess curriculum needs, monitor college success coach timesheets, and operationalize strategies.
- Lead grant reporting submissions and contribute to new grant application submissions.
- Other tasks as assigned.

Location

Due to Covid-19, all work will be done remotely until further notice. In the future, onsite program implementation will take place in a Southwest Detroit Community High Schools, or a TBD Community Based Organization.

Notes

The successful candidates must have a valid driver's license and reliable transportation.

Please send a cover letter and resume to:

mihc@mihc.org