THE ROLE IN A SENTENCE

Reporting to the Director, National Programs, the Manager, Programs & Alumni Experience will lead the implementation of our leadership development programs and support the Fellows and alumni’s experience with Latinos for Education. This key role on our national programs team sits at the intersection of quality control, user experience, and impact measurement of our fellowships and alumni offerings.

ROLE OVERVIEW

Program Communications, Operations & Implementation (45%)
- Lead implementation of national fellowships and work with regional teams to guide the regional-level adaptation of programs.
- Manage logistics and virtual components of national fellowships and cross-region sessions.
- Facilitate cross-region Fellow experiences in support of regional teams.
- Lead communications and relationship management with national Fellows.
- Support in-person regional program implementation in Massachusetts.

Alumni Communications, Operations & Implementation (45%)
- Collaborate with the Director, Alumni & Network Engagement on the implementation of an alumni and regional network engagement strategy.
- Manage data collection and analysis of the alumni base and use that data to help inform engagement strategies.
- Manage content creation for alumni engagement, to include newsletter, social media and EdCentro posts, and EdCentro events, as needed.
- Support in the creation of career pathways that will accelerate the careers of alumni.

General Management and Operations (10%)
- Supporting contractual agreements for the Programs and Alumni teams and external collaborators.
- Creating and overseeing operational systems that increase the bandwidth of the team.
- Participate in team meetings, retreats, and learning opportunities.
- Help build organizational culture and embody Latinos for Education core values.

OUR ORGANIZATION

Mission:
Develop, place and connect essential Latino leadership in the education sector, while mobilizing Latino voices to promote practices and policies that remove barriers to equitable educational opportunity.

Core Values:
- Lead From Our Identity
- Work Con Ganas
- Agitate When Necessary
- Bridge Across Cultures
- Rise As A Collective

Fast Facts:
- Founded in Boston in 2016, launched in Houston in 2019
- Organization budget of $6M
- 30 team members across the country
- Benefits: 401k match, flexible PTO, 12 weeks of paid parental leave, health/dental/vision/life insurance, competitive compensation, FSA

OUR PERSON

Required Qualifications
- 3+ years of professional experience
- 1+ years of functional experience
- Bachelor’s degree or equivalent work experience
- Based in Massachusetts (Boston-area preferred)
- Program management experience
- Strong facilitation skills
- Strong communications and content creation skills
- Demonstrated relationship-building skills
- Excellent written and oral communication and project management skills

Interested in joining our team? APPLY HERE