About Sociedad Latina

Since 1968, Sociedad Latina has worked in partnership with Latine youth and families to end destructive cycles of poverty, health disparities, and lack of opportunity in our community. Through our Pathways to Success model, we pioneer new and innovative solutions to the most pressing issues facing Latine youth today, supporting positive youth development from age 11-21, creating a community that supports young people and training all youth to advocate for themselves and their communities. Our comprehensive, intensive array of programming builds skills in the following areas: Education, Workforce Development, Civic Engagement, STEM and Arts & Culture. Sociedad Latina’s youth programming offers young people a safe, nurturing environment that focuses on social-emotional skill development, builds positive relationships with caring adults and promotes a positive cultural identity with the goal of supporting youth to grow into confident, competent, self-sustaining adults who are proud of their culture and language.

Youth Development Specialist - College Access and Success Job Summary

Sociedad Latina is seeking a dynamic Youth Development Specialist who has experience working with high school and higher education undergraduates of color in urban settings to coordinate our college access and success programming. Our College Access program provides our high school Youth Leaders academic support and tutoring to ensure on-time grade promotion and earn their high school diploma or equivalent. Our College Success program also provides college and career support to high school youth transitioning from high school into their post-secondary education or career of interest. Youth Leader alumni will receive college and career mentoring for one-year post high school.

Experience and Qualifications

- Minimum one year experience working with youth in grades 9-12
- Experience with college and career readiness (i.e. Financial Aid/FAFSA, College Application process)
- Experience working with ethnically, racially, and linguistically-diverse youth of color in an urban setting
- Use the five “C’s” of positive youth development (Competence, Confidence, Connection, Connection, and Caring)
- Proven ability to anticipate and identify challenges and develop solutions
- Ability to work independently and as part of a team
- Experience with facilitating programming and/or providing 1:1 academic support to youth
- Supervisory experience preferred
- Bilingual English/Spanish preferred

Responsibilities

- Coordinate and facilitate daily activities to provide academic support including check-ins and tutoring for all high school Youth Leaders in 10th-12th grades and collaborate with 9th Grade Academy’s Youth Development Specialist in providing academic support to Youth Leaders in 9th grade with an emphasis on engagement, on-time grade promotion, and retention of youth participants
- Develop, adapt, and facilitate college and career readiness workshops for 11th-12th graders in collaboration with Workforce Development’s Youth Development Specialist
- Coordinate College tours for all high school Youth Leaders including both in-person and remote opportunities and provide workshops on college access and financial literacy/aid.
- Build positive relationships with youth and provide regular constructive feedback opportunities for growth
- Work with the Alumni Advisory Council to develop and coordinate activities that engage graduating Youth Leaders into Sociedad Latina’s Alumni Network.
- Able to support and facilitate Sociedad Latina’s ¿Quien Soy Yo? (Who Am I?) culturally-responsive curriculum to youth as needed.
- Facilitate bi-monthly 1:1 college and career check-ins with Alumni upon high school graduation for one year.
- Support with recruitment of youth for programs, including on-site school recruitment and through community partners
- Recruit and supervise consultants, volunteers, and college work study students, including regular check-in meetings and providing professional development to lead tutoring supports, college essays, mock interviews and more.
- Facilitate positive communication and build relationships between Sociedad Latina and parents/guardians of program participants including hosting in-person and remote opportunities for involvement
- Maintain positive school and community partnerships, including regular communication and co-hosted activities
- Responsible for data collection, grant reporting, and evaluation, including using organization-wide Apricot 360 Database
- Reports to the College and Career Pathways Manager.
Salary and Benefits:

- Full Time - 40 Hour Position; Monday-Thursday 11-7, Fridays 9-5 (occasional Saturdays for events)
- Starting salary is $40k-$44k; 2+ years experience, starting salary is $44k-$48k; an additional $1,000 will be added to starting salary if candidate has spoken fluency or has both spoken and written fluency in Spanish; an additional $1,000 will be added to starting salary if candidate brings broad exposure to Latine/Afro-Latine culture developed though lived experience and/or work experience; an additional $500 to starting salary if candidate brings relevant but not required bachelor’s or master’s degree.
- $500 sign on bonus provided at 6 months and $500 upon completion of year 1, depending on positive performance review.
- Sociedad Latina offers a competitive benefits package, including one month paid sabbatical after five years, annual anniversary bonus, holiday, vacation, personal, and sick paid time off, health insurance, and an optional retirement and flexible spending plans.

To Apply

Email a cover letter, resume, and two professional references including one from a former supervisor to hiring@sociedadlatina.org

Sociedad Latina is an equal opportunity employer and does not discriminate based on race, color, national origin, sex, religion, age, disability, sexual orientation, gender identity, gender expression, veteran status, height, weight, or marital status in employment or the provision of services.

Please contact us at hiring@sociedadlatina.org if you would like to request special accommodations during the interview process.