



COLLEGE AND CAREER READINESS COACH

Job Description

About ¡HICA!

This Hispanic Interest Coalition of Alabama, ¡HICA!, is one of the most successful social impact organizations in Alabama and has been the major catalyst for the empowerment and economic progress of the Latino community for over 20 years. ¡HICA! is a non-profit organization with a successful track record of providing over 5,000 residents annually with quality services while advocating to local and state leaders for policies that improve the quality of life of all residents. ¡HICA! achieves its goals with its staff of 25 full time employees and works collaboratively with community partners and government agencies. ¡HICA! operates community programming in the areas of women's leadership development and civic engagement, college and career readiness, and financial literacy and economic development. ¡HICA! is located in Birmingham, AL and has a \$2.25 million operating budget.

Job Summary

The College and Career Readiness Coach works along with the Empowering Communities Program to assist Latino adults, youth, and educators to improve educational and career outcomes. This position works closely with first generation and undocumented immigrants. The primary goal of this position is to help families build upward mobility, move out of poverty, and achieve their dreams and aspirations.

Reports to: Empowering Communities Program Manager

Status: Full-time, exempt

Location: Birmingham, Alabama

Related duties and responsibilities:

Education and Career Readiness

- Coordinate and conduct college and career readiness program (*Escalera*)
- Coordinate Welcoming Schools Work and career readiness events for Latinos
- Mentor families to create and reach their educational goals and implement FAFSA workshops
- Plan Coordinate annual visits to post-secondary education institutions for Latino youth
- Assist Program Manager in the development of a workforce development pilot project
- Coordinate ESL learning program site
- Deliver presentations to educators about ¡HICA!, Latino culture, college access, career opportunities, and working with immigrant families
- Develop and maintain relationships with parents and educators to create partnerships with schools and educational non-profits
- Conduct ongoing needs assessment about challenges facing immigrant/low-income families in local school systems and work with families to identify and advocate for solutions
- Build skills of Latino and immigrant youth to be advocates and leaders, especially youth with Deferred Action for Childhood Arrivals (DACA) and political asylum
- Provide support for the growth of the ¡HICA! Scholarship Fund

¡HICA! is a community development and advocacy organization that champions economic equality, civic engagement, and social justice for Latino families in Alabama.



- Collaborate with Civic Engagement Organizer to place Latino Youth in positions aligned with their career path
- Deliver ongoing education and career readiness technical assistance to students, parents, and educators
- Provide accurate and timely work documentation for reporting purposes

Prevention of Teenage and Dating Violence

- Work collaboratively with staff dating violence prevention education and outreach
- Promote National Hotline and Domestic Violence prevention information and awareness

Organizational Needs

- Participates in ¡HICA! functions as needed and requested by Program Manager
- Covers reception desk when necessary
- Complies with all ¡HICA! policies and procedures

Qualifications:

- 2+ years of experience with a bachelor's degree, currently seeking a bachelor's degree, or work/volunteer experience with immigrant community may suffice
- Bilingual/Bicultural, English/Spanish
- Working knowledge of Windows Operating Systems and MS Office
- Experience working with youth and students
- Familiarity with the Alabama and U.S. college attendance experience including admissions, financial aid, and additional processes
- Knowledge about the college experience for DACA/Undocumented students
- Outstanding skills in facilitating meetings, trainings, and presentations
- Excellent verbal and written communication skills required
- Ability to listen and resolve conflicts effectively
- Ability to manage multiple priorities to meet deadlines
- Flexibility to work evenings, weekends, and travel as needed
- Must be an advocate for the mission, values and goals of ¡HICA!
- Valid driver's license, automobile insurance and reliable transportation

Compensation:

Competitive annual salary range of \$37K-\$38K based on experience and qualifications, excellent benefits package that includes Blue Cross Blue Shield Health and Dental (Vision optional) paid at 100% for each employee with coverage starting on first day of employment, 3 weeks' PTO & sick leave plus 12 paid holidays and 2 weeks closure at end of year, and 403(b) Retirement Plan with 3% company match after one year of service.

How to Apply:

Please send cover letter and resume to Estela Tirado, Program Manager for Empowering Communities, at hr@hicaalabama.org. Please apply as soon as possible. Applications reviewed on a rolling basis.

COVID-19 Policy Statement:

¡HICA! is a community development and advocacy organization that champions economic equality, civic engagement, and social justice for Latino families in Alabama.



Effective now, ¡HICA! has implemented a mandatory vaccination policy requiring COVID-19 vaccination(s) for all staff members. To create an environment free of infection/transmission of disease and to protect our employees, constituents and the community from Sars-Cov-2 (COVID-19) infection, ¡HICA! is requiring mandatory immunization of all employees. Individuals seeking an exemption from this requirement for medical or religious reasons should complete a request for accommodation form and submit the form to the human resources department at hr@hicaalabama.org.

¡HICA! is an Equal Opportunity Employer

The Hispanic Interest Coalition of Alabama hires the most qualified candidates without regard to any person's race, color, sex, gender, gender identity, gender expression, age, religion, ethnicity, sexual orientation, parental status, marital status, military discharge status, or source of income.