



EMPOWERING COMMUNITIES PROGRAM MANAGER

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. Currently, ¡HICA! established an LLC, Camino Loan Fund, that will become a CDFI and has an initial goal of raising \$1M to deploy to small business owners. ¡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 in Birmingham, AL and has a \$2.25 million operating budget.

Job Summary

The Program Manager oversees and administrates all components of the Empowering Communities Program. The Program Manager will develop and implement civic engagement, college access and workforce development program goals for the organization. The Program Manager is responsible for working with community partners and represents ¡HICA! in coalitions, events, and presentations. This position is a full-time exempt salaried position.

Reports to: Programs Director

Status: Full-time, Exempt

Location: Birmingham, Alabama

Related duties and responsibilities:

Program Management

- Sets team objectives and oversees key results
- Develops and implements civic engagement and advocacy goals for organization
- Develops and implements post-secondary education and workforce development strategy
- Evaluates Program staff
- Oversees submission of grant reports and statistics as required by funders on a timely basis
- Assesses data collection in Efforts to Outcome and other software on a quarterly basis and ensures staff compliance with data collection
- Oversees the development and execution of grant projects allocated to the program

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



- Develops and monitors program budget and work plans
- Coordinates of orientation, webinars, and in-person trainings
- Establishes and maintains effective working relationships with team members, constituents, community partners, and the public
- Responsible for facilitating regular team meetings
- Works across ¡HICA!'s programs with other Program Managers
- Assists in securing additional funds for program, i.e., identifies grant opportunities, cultivates donor relationships

Advocacy, Outreach, and Organization Representation:

- Participates in ¡HICA! functions as needed and requested by Mission Support
- Leads dating and relationship violence outreach and education workshops and meetings
- Actively participates and represents ¡HICA! at community and coalition meetings and events
- Advocates on behalf of emerging bilingual individuals with service providers to ensure access to services
- Conducts community education presentations and workshops for immigrant and non-immigrant audiences

Record-Keeping and Other General Responsibilities:

- Prepares and submits statistical and progress reports to supervisor as required
- Maintains and upholds the policies and procedures of ¡HICA!, confidentiality policies and code of ethics including core values
- Contributes to team and organizational culture of continuous improvement, maintenance of core values, and wellness

Qualifications:

- Education: B.A. or B.S. preferred and/or management experience working with immigrants
- Bilingual (Spanish and English) and Bicultural strongly preferred
- Excellent verbal and written communication skills
- Good organizational skills, attention to detail, and ability to meet deadlines
- Must be an advocate for the mission, values, and goals of the ¡HICA!
- Ability to professionally engage with diverse audiences and allies
- Flexibility to work some evenings and weekends
- Must be an advocate for the mission, values, and goals of ¡HICA!
- Valid Alabama Driver's License and insurance verification

Compensation:

Competitive annual salary range of \$45-50k based on experience and qualifications, plus 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, generous 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 Carlos Alemán, COO, at hr@hicaalabama.org with subject line EC PROGRAM MANAGER. Applications reviewed on a rolling basis.

COVID-19 Policy Statement:

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.