

LIBERTY'S PROMISE (LP)

Program Officer, Full Time – Montgomery County, MD

Overview

Liberty's Promise (www.libertyspromise.org) is a nonprofit dedicated to supporting low-income, immigrant youth, ages 15-21, through our after-school civic engagement programs and professional internship programs. Civics and Citizenship is a program for immigrant youth of all backgrounds focusing on college access, career readiness, and civic engagement. The successful candidate will be part of a dynamic team of 16 and will work at our office location in the mornings, and in the afternoons be onsite (twice weekly, 20 weeks annually) at their respective schools. Due to necessary travel between program sites, applicants should have their own car.

Position Summary

We are currently seeking energetic and dedicated full-time Program Officers to run after-school programs of civic engagement in Montgomery County, MD. Each Program Officer is responsible for the implementation of two programs. Applicants must speak fluent Spanish. All applicants must have substantial and successful experience working with adolescents, preferably in a multicultural environment.

Essential Duties and Responsibilities:

Your responsibilities will include, but are not limited to:

- Develop curriculum and manage an after-school civic engagement programs for low-income, immigrant youth at two local high schools
- Coordinate and manage year-round professional internship program for youth
- Organize and schedule guest speakers, field trips, and eight-week internships
- Meet and assist youth with leadership, internship, job, college, and scholarship applications
- Develop relationships with public schools, local organizations, and government agencies
- Draft and edit grant proposals and reports
- Work with public schools to promote and host after-school programs
- Track and update program outcomes and statistics using Microsoft Excel and Salesforce

Position Qualifications:

- Bachelor's degree from an accredited college or university
- Comfortable working in a small office environment
- Must exhibit flexibility, reliability, exceptional professionalism, and a strong work ethic
- Exemplary written and verbal communication skills
- Ability to think on your feet and find solutions to unanticipated problems
- Ability to function independently and as a member of a team
- Comfortable being a "jack of all trades," and has a great sense of humor
- Deep belief in Liberty's Promise mission, vision, and values
- Dedication to working with youth and helping our organization grow over the long term

Compensation and Benefits:

Starting salary will be \$40,000 per year, including 80% paid health care benefits (if desired), a competitive vacation and sick package, life insurance, and a monthly transportation stipend.

EOE M/F/D/V

How to Apply:

Please email a resume, cover letter, and three references to: careers@libertypromise.org with the Subject Line "LP Program Officer - MD"