

**Salvadoran American Leadership & Educational Fund (SALEF)  
JOB OPENING**

**Position Title:** Coordinator, Parent Organizing/Advocacy Programs  
**Reports to:** Programs Director

**POSITION SUMMARY:** Part-time position available immediately to coordinate SALEF's Parent Education & Advocacy Programs which entails design of a comprehensive education, organizing, and advocacy program to educate and organize parents on the public school system, college options and academic opportunities. The program targets parent in the Pico Union-Westlake and surrounding areas as a collaborative project of Communities for Education Equality (CEE). A minimum two-year commitment is required

**DUTIES & RESPONSIBILITIES:**

- Facilitate community assessments, workshops, meetings, and parent focus groups.
- Conduct parents outreach and organize a core group of parents.
- Provide leadership development trainings for parents
- Increasing A-G, public school system and college knowledge to parent
- Development and implementation of parent advocacy and organizing efforts
- Perform other related duties as required
- Represent SALEF in the CEE, BEC and other education and community collaborative/coalitions
- Implement SALEF-CEE strategic plan goals and objectives
- Design and implement campaigns on public school system, college options and academic opportunities for parents

**QUALIFICATIONS:**

- A bachelor's degree and three years equivalent experience is required
- Must have experience with program development and supervision of program staff and volunteers
- Possess strong record of community organizing, organizational and planning skills
- Knowledge of public education system, higher education and additional college knowledge
- The ideal candidate will be committed to the mission, vision and values of SALEF and value working with the Latino community and other constituencies
- Possess excellent written, oral, interpersonal and computer skills
- Ability to work under pressure, highly detailed/organized, follow directions, set and meet goals and objectives in a timely fashion
- Ability to work independently as well as be a team player, dedicated, easily assumes responsibility and accountability
- Willing to go beyond the call of duty, and have a flexible schedule
- The candidate must also have experience and work effectively with a diverse range of civic, non-profit organizations, government institutions and elected officials, community leaders and professionals
- Must be bilingual in both English/Spanish and have reliable transportation
- Strong computer skills, proficient in Microsoft Office and Internet research applications.

COMPENSATION: Commensurate upon experience.

Benefits include: family leave, health and dental insurance, two weeks vacation for first and second year, among others.

**TO APPLY:** Please mail/email your resume and cover letter to Delmy Ruiz, Programs Director  
SALEF-1625 W. Olympic Blvd., Suite 718 Los Angeles, CA 90015 or email it to [druiz@salef.org](mailto:druiz@salef.org)

**The Salvadoran American Leadership and Educational Fund (SALEF)** is a non-profit, non-partisan, civic organization committed to expanding the political and economic contributions of the Salvadoran and other Central American communities in United States society. Since its establishment in October 1995 by a group of Salvadoran community activists in Los Angeles, the organization has established it self as a much respected community driven organization.

***SALEF's mission is to promote the civic participation and representation of the Salvadoran, Central American, and other Latino immigrant communities in the U.S.; promote the economic development and democracy in El Salvador; as well as to advocate for their economic, educational, and political advancement and growth.***

**SALEF is an equal opportunity employer.**