

**Salvadoran American Leadership and Educational Fund (SALEF)
Job Description**

Position Title: South Gate College Partnership Program Coordinator
Reports to: Programs Director

Position Summary: SALEF is seeking a part-time **South Gate College Partnership Program Coordinator** to assume responsibility for coordinating services and activities on behalf of SALEF as member of the South Gate College Partnership. The program coordinator will ensure the program's goals are achieved through service provision utilizing activities including but not limited to classroom presentations, group mentoring, and leadership development, university tours to student and parents, and community service programs. The position requires extensive work with middle school and high school students and parents.

Qualifications:

- Bachelor's degree or equivalent work experience with a minimum of three years working with community-based organizations in the Latino and other ethnic communities of greater Los Angeles
- Knowledge of four systems of higher education, college application and admissions and additional college knowledge
- Previous experience with program coordination, computer skills including word processing and spreadsheet programs.
- Excellent oral and written communication skills
- Ability to multi-task
- Must have experience with program development and supervision of 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, multi-task, highly detailed/organized, follow directions, set and meet goals and objectives in a timely fashion
- Must be professional and mature and with the 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

Additional responsibilities include but not limited to:

Providing the following services for the partnership cohort (7th-12th grade students)

Conduct needs assessment

Perform community research and outreach activities

Design, implement and evaluate group mentoring.

Coordinate leadership development trainings and activities

Coordinate students and parents participation in school related activities such as Education Conferences, and increase A-G and college knowledge

COMPENSATION: Salary commensurate with experience. Excellent benefits.

Please fax your resume and cover letter to Delmy Ruiz, Programs Director at (213) 487-2530 or e-mail it to druiz@salef.org.