<p align="center">JOB ANNOUNCEMENT</p>
<p align="center">North Carolina Society of Hispanic Professionals (NCSHP)</p>
<p align="center">Grant-Based Position: NCSHP Program Coordinator</p>

The North Carolina Society of Hispanic Professionals (NCSHP) is a 501 (c)(3) non-profit statewide organization whose mission is to promote education among Hispanic youth in North Carolina. NCSHP concentrates on the educational needs of Hispanic students. The intent of NCSHP is to develop and secure educational opportunities to improve Hispanic youth's success and school performance. NCSHP's office is located in Cary, NC.

Position Title: NCSHP PROGRAM COORDINATOR

Description: The Program Coordinator is a grant-based position for a 10-12 month period. The NCSHP is seeking a mission-driven professional to provide leadership on three areas of overall program operations: Fundraising/Membership, Community Outreach and Engagement with STEM Education, and Operational Support.

Who you are:
- **Mission-Aligned:** You are passionate about making an impact by providing access to educational opportunities for Hispanic youth and resources for the community.
- **Detail Oriented:** You have strong organizational and project management skills in prioritizing activities, delivering on projects and achieving targets in a timely fashion; you are data-driven and meticulous in your attention to detail.
- **Natural Relationship Builder:** People are drawn to you and you have a special capacity to successfully build new relationships and steward existing relationships to scale the organization's mission.
- **Confident and Innovative:** You bring fresh, new ideas and are comfortable contributing meaningful insights and opinions.

Compensation: $17 per hour. Travel & Expenses, reimbursed.
Hours: 40 hours/week, Flexible Schedule Mon. - Fri. Some evenings and weekends may be required.
Date of Employment: July 2018 – June 2019

Key Responsibilities:

Membership/Fundraising:
- Executing membership and fundraising program responsibilities and implementation of Fundraising Strategy and Membership Campaign Plans, under the supervision of NCSHP's Director;
- Perform regular correspondence and outreach to current and prospective investors, including corporate, individual, and foundation donors;
- Performing and managing all back-end work for various membership and fundraising pipelines, including research, tracking, thank you, and follow ups;
- Conduct outreach activities and strategies to meet Membership and Fundraising goals (identify opportunities to diversify membership/fundraising portfolios, new potential corporate sponsors)
- Manage overall membership process and database for members of all NCSHP Chapters; and
- Collect and analyze data, update database and develop reports.

Community Outreach in STEM Education:
- Tracking contract and grant proposal to ensure all timelines are in order, deadlines are met, and progress is recorded/documented, under supervision of NCSHP Director;
- Develop and implement proactive communication and outreach strategies for the effective promotion of STEM Education project materials;
- Manage TuPortalSTEM hotline – Serve as a liaison with the Hispanic community and provide support/help to Hispanic students and families to connect to STEM programs and opportunities;
- Program and staff management, along with NCSHP Director; and
- Coordinate, implement, document, and report on program goals and activities.

Organizational Work:
- Assist NCSHP Director with administrative duties;
- Work with NCSHP Director to maintain program alignment with overall grant goals and requirements;
- Document program implementation, monitor progress and evaluate impact;
- Active leadership role in the administration of NCSHP's office;
- Support the coordination and implementation of conferences, training sessions, and meetings;
- Attend and serve as support staff at NCSHP events and meetings;
- Maintain communication and an open working relationship with NCSHP Team;
- Manage the organization's main points of contact with the public (email, phone, website);
- Preparing and coordinating action-items, with NCSHP Director, in order to empower team members to complete their follow-ups within specified times;
- Production of operations manual; and
- Communication and Marketing Strengthening.

Professional Qualifications and Candidate Profile:
Required:
- Bachelor's degree in an appropriate major or two year degree in related field;
- Bilingual/bicultural Spanish and English, as well as excellent oral and written communication skills in both languages;
- Self-starter with a dynamic, out-going personality;
- Excellent interpersonal and public relations skills, and excellent organizational skills;
- Ability to multi-task; work independently and collaboratively, and meet deadlines;
- Excellent and engaging writing skills, impeccable editing and proofreading skills;
- A commitment to professional ethics and ability to handle sensitive and confidential information;
- Proficiency with Microsoft Office programs and databases; and
- Experience working with diverse populations from varied social and economic backgrounds.

Preferred:
- Previous experience in non-profit management;
- 2+ years of relevant professional experience in development and fundraising;
- Knowledge of Wix, WordPress, Social Media, IContact Marketing tool and/or Exceed Donor Tracking Software;

Application Procedure: To apply, please send a letter of interest and resume including two (2) references in one PDF file using the following naming convention: "Your Last Name-Your First Name_NCSHP Program Coordinator2018", *via email only* to:

Caroline V. Oliveira, NCSHP Director
cvoliveira@thencshp.org

Application Submittal Deadline: July 23, 2018; 5:00pm

SAVE THE DATE: If you are selected for an interview, we will be scheduling in person interviews on July 30, and July 31. Please mark your calendar.
Address: *8450 Chapel Hill Road Suite 209 Cary, NC*

For additional information or questions, please call (919) 467-8424.
NCSHP website: www.thencshp.org

The NCSHP is an equal opportunity employer and is committed to recruiting a broadly diverse pool of qualified candidates for the position.