



POSITION ANNOUNCEMENT

Program Specialist

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasadedonpedro.org and be sure to follow @lacasank on all social media platforms.

Who we Seek

La Casa de Don Pedro seeks a Program Specialist who will support the Adult Basic Education program in assisting with the day-to-day administration and operations of Community Empowerment pillar. To be successful in this role, the Program Specialist should possess excellent people skills, time management and organizational skills, and be bilingual and bicultural in English/Spanish. The Program Specialist will serve as an integral member of the Community Empowerment team and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

- Maintain member files.
- Conduct program recruitment, intake, and enrollment.
- Prepare emails and promotional materials for internal and external communications.
- Assist in scheduling prospective members for assessments and/or orientations.
- Assess participant needs and collaborate with them to address potential barriers to completion and identify transition steps at the end of the program cycle.
- Provide referral services to English as a Second Language, Adult Basic Skills, and High School Equivalency participants, provide referrals, and track progress of members.
- Ensure that members adhere to program attendance requirements and maintain compliance.
- Performs data entry functions into all data systems, reports, and other funder-mandated management information systems.
- Supports the Adult Education Coordinator in monitoring educational progress through the effective coordination, implementation, measurement, and report of results of metrics to funders. Reporting may include narrative, excel, or specific funder management information system.
- Meet regularly with the Program Coordinator to ensure progress and address any new challenges.
- Attends professional development training as required by programs and funders.
- Establishes partnerships with external organizations where participants can be referred. Referrals must be tracked and followed up.
- Administers and observes the organization's office operations, policies, and procedures.
- Responsible for community building and outreach efforts with the goal of increasing awareness in the community of LCDP's programs and increasing membership.
- Other duties may be assigned to meet team's needs.

Educational, Required Skills and Experience Requirements:

- Bachelor's Degree in a Social Services and/or Education or an Associate's Degree with one year of experience or a High School Diploma with three years of experience in Adult Education and non-profit.
- Bilingual/Bicultural (Must be able to read, write, and speak English/Spanish fluently).
- Excellent time management and organizational skills.
- Superior people skills, written and verbal communication skills.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Outlook, and Forms).
- Ability to work independently and within a team environment.
- Ability to travel to in-town and out-of-town conferences as needed.

Physical Requirements:

- May be required to sit or stand for prolonged periods of time.
- Able to lift up to 15 lbs.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Compensation, Schedule, and Other Information:

- **Employment type:** Full-time
- **FLSA status:** Non-Exempt
- **SOC code:** 11-9151
- **Reports to:** Adult Education Coordinator
- **Schedule:** Monday and Wednesday; 11:00am – 7:00pm. Tuesday, Thursday, and Friday; 8:30am – 4:30pm.
- **Compensation:** \$22.41 per hour
- **Fringe Benefits:** Health, employee assistance program, Teladoc program, vision, dental, life insurance, paid time off, paid sick leave, and 401k retirement plan offered with a 4% employer match.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasadedonpedro.org with **“Program Specialist”** in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to a person's race, color, religion, sex (including pregnancy, childbirth, or related conditions, transgender status, and sexual orientation), national origin, age (40 or older), disability or genetic information. We encourage candidates from historically underrepresented backgrounds to apply.