

	<p>Data, Evaluation & Administration</p> <ul style="list-style-type: none"> • Oversee data collection, evaluation, and reporting for GET READY program • Assist in preparing grant reports by compiling and analyzing program data, outcomes and impact metrics • Manage the GET READY program budget and maintain weekly inventory and site organization <p>Professional Collaboration & Community Engagement</p> <ul style="list-style-type: none"> • Collaborate with the Executive Director and Program Managers on planning, training, and strategy • Attend College & Career Collective and LLEO youth development trainings • Support outreach and community events (orientation, educational events, graduation) • Represent Adelante in community settings with youth-serving partners
<p>Qualifications:</p>	<p>We are seeking an energetic, creative problem-solver with excellent follow-through --someone who can initiate projects and carry them from start to finish. The ideal candidate values interpersonal relationships, communicates clearly, and takes the lead on important conversations concerning students' participation and futures.</p> <p>We are looking for a strong leader who steps up where needed and delegates effectively. A passion for and commitment to the Latinx community and youth is essential. Experience advocating for immigrant and/or refugee youth is preferred.</p> <p>Education / Requirements</p> <ul style="list-style-type: none"> • Bachelor's Degree <p>Preferred Qualifications</p> <ul style="list-style-type: none"> • Master's Degree • English/Spanish bilingual • Excellent written and verbal communication skills • Organized and self-motivated; able to manage multiple projects at once • Non-profit experience and/or experience in the education field • Management or supervisory experience • Understanding of higher education systems, college access, or workforce pathways • Willingness to work non-traditional hours, including Saturdays and occasional evenings • Personal and professional integrity • Commitment to Adelante's mission and purpose