



Program Coordinator – Nonprofit Board Development Programs

This is a unique opportunity for an early career professional to join a growing nonprofit organization committed to change in charitable sector leadership. Latinos LEAD (Latinos for Leadership Excellence And Diversity) provides nonprofit governance training for Latino professionals, and collaborates with nonprofit organizations to recruit Latinos for governing board service. Private and corporate foundation grants provide the catalyst for Latinos LEAD programming and institutional development; since 2019, grants have been awarded by the Ahmanson Foundation, the Ford Foundation, the William and Flora Hewlett Foundation, the Weingart Foundation, and the Amgen Foundation. Revenues from program service fees are expected to increase significantly as the various program models meet expanding demand in the charitable sector. This is a part-time (up to 15 hours/week) position through June 30, 2021 with the expectation of incrementally expanding to full-time by December 31, 2021.

Position summary:

The Program Coordinator works with Latinos LEAD staff and consultants to plan and coordinate services, including workshop facilitation, related to the LEAD with Intent-Inclusion Blueprint program. The Program Coordinator guides and directs execution of the LEAD with Intent (LWI) program, including client relations, client service and operations research, client stakeholder surveys and interviews, and co-facilitates the culminating Inclusion Blueprint seminar.

LEAD with Intent-Inclusion Blueprint introduces nonprofit leadership teams to concepts and principles that promote successful recruitment and retention of Latino governing board members. The initial phase of the Latinos LEAD service model focuses on climate and conservation nonprofits based in Southern California.

Experience in nonprofit management, governing board development and/or consulting, leadership development, or human resources preferred. Strong public speaking skills and/or experience in facilitation of seminars and workshop required. The Program Coordinator reports to the Latinos LEAD Executive Director.

Primary Duties and Responsibilities:

- Engage senior principals of nonprofit organizations to collect, analyze, and synthesize for presentation a variety of internal and external data sets. These data sets help inform the

Latinos LEAD assessment of a client's readiness and capacity to successfully recruit and retain Latino governing board members.

- Identify sources and gather anecdotal input from key informants to prepare a thorough review of the client's operating environment, particularly its governing board practices and culture.
- Co-facilitate (and eventually act as lead facilitator) of Inclusion Blueprint seminars. Facilitators collaborate with Latinos LEAD staff and consultants to ensure the efficient delivery of the seminar curriculum, navigate and engage with, and guide the discussion among participants of varying social and professional backgrounds, and strive to achieve seminar learning objectives. NOTE: Inclusion Blueprint workshops require five hours of service time. If working remotely, the Program Coordinator must have adequate wi-fi service and be able to attend and participate for the entire workshop period. A quiet uninterrupted workspace is required. Most workshops will be delivered on Saturdays from 10 a.m. to 1 p.m. Pacific Time, and the Program Coordinator will be expected to be available for at least 30 minutes setup prior to and 30 minutes for debriefing following the workshop.
- Prepare an Inclusion Readiness Assessment Rating and narrative explaining rating for nonprofit organizations that complete the LEAD with Intent workshop. Present recommendations to clients to help improve their readiness for recruiting and retaining Latino governing board members.

General Qualifications, Skills, and Abilities:

- At least five years of experience in organizational development, executive recruiting, and/or management in a nonprofit, private or public sector organization
- Sufficient higher education and/or industry training to meet job qualifications
- Strong adult education, facilitation, public speaking and/or presentation skills.
- Possess proficiency, or demonstrate a commitment to developing a proficiency, in describing diversity, equity, and inclusion principles and how these principles can be applied to nonprofit governing board recruitment and practices
- Manage sensitive and confidential personal and institutional information with integrity
- Superior organizational skills, a commitment to meet deadlines with fastidious attention to detail
- An ability to function independently, and to collaborate professionally with Latinos LEAD staff, consultants, and clients
- The sensitive nature of some LWI topics requires Facilitators to bring an observant and nuanced approach to their work.
- Strong verbal and written communication skills
- Professional and confident demeanor in conducting small group seminars in a virtual

setting compliant with COVID safety precautions (two Latinos LEAD staff members present in-person) combined with Zoom presentation to Clients. Covid-19 guidance will determine when some workshops will return to be conducted in person.

Other:

- Perform all other duties as assigned
- Familiarity and proficiency with phone, Skype, ZOOM and online meeting platform skills
- Commitment to Latino community affairs and leadership development and to the mission, values, goals and success of Latinos LEAD
- Updates job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations

This document should not be considered an exhaustive description of the work requirements of the position. Other duties may be assigned that are not listed in the above job description and the organization may change the specific job duties with or without prior notice based on the needs of the organization.

- **The starting salary rate for this position will be \$35 per hour.**
- **This is not an independent contractor status position, as employment conditions do not meet state or federal guidelines for that category.**
- **Worksite for workshop production/delivery is in the South Bay area of Los Angeles. Many program tasks can be completed remotely with occasional staff meetings and training sessions.**
- **As requested by nonprofit clients, LEAD with Intent workshops are expected to take place on Saturdays. Workshop set-up, execution, and breakdown requires approximately five hours.**
- **Open until filled**

Submit resume and cover letter by 5 p.m. Pacific,

Wednesday, March 17 to: searches@latinosleadnow.org

Learn more about [Latinos LEAD](#)