

PROYECTO RAICES
Posting for Part-Time Position:
Executive Director

PROYECTO RAICES is dedicated to the following:

- 1) Working with Latinx youth in Greater Akron region on issues of education and leadership.
- 2) Provide programming to prepare Latinx youth for higher education.
- 3) Work with members of the non-immigrant community to build greater understanding and support for educational needs of Latinx youth in Greater Akron region.

The program consists of an educational program from 10am to 3pm two Saturdays every month except the month of July. The Executive Director is responsible for the following:

- Coordinate bi-monthly programming for PROYECTO RAICES
- Prepare and coordinate the annual calendar
- Manage staff promoting team building and open communication
- Manage an annual operating budget in coordination with Fiscal Sponsor
- Build financial sustainability in coordination with Grant Writing and Fundraising Committees of PROYECTO RAICES board
- Coordinate other PROYECTO RAICES board committees
- Coordinate communication through website, online social media, email, etc. with social media volunteers/staff
- Coordinate Outreach to the wider community including volunteers, funders, partner organizations, alumni and others.
- Manage information and data of students enrolled in program
- Manage information and communication with Summit Education Initiative
- Coordinate the TSS, Youth View Survey and OSTP Portal implementation

Qualifications:

- Fluent in Both Spanish and English
- Education Background or Academic Training
- Ability to work with a team, including staff and volunteers
- Fundraising skills
- Passion for the mission and program of PROYECTO RAICES

Part-Time Salary: \$11,400 (Based on current funding, increase possible based on future fundraising)

To Apply Please Send Resume and Cover Letter To: "GRAU, JOSEFINA" <jgrau@kent.edu>

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