



EDUCATION PROGRAM COORDINATOR JOB DESCRIPTION

Hispanic Foundation Mission

The Hispanic Foundation of Silicon Valley (HFSV) cultivates philanthropy and inspires Hispanic children and families to achieve personal greatness. HFSV engages leadership and bridges resources to invest in a thriving Hispanic community. Resources are directed toward educational excellence, leadership development, research, and convening and engaging the Hispanic community to improve the quality of life for Latinos in the Silicon Valley region.

Hispanic Foundation College Success Programs

The Hispanic Foundation College Success Programs (HFCSP) is a resource hub to increase educational opportunities and exposure in STEM careers for Latino students and their families. It is a “one-stop-hub” for college aspiring K-12 students and their parents to obtain college access information, advice, guidance, workshops and online resources.

Job Brief

Under the direction of the HFCSP Program Manager of the HFSV, the Education Programs Coordinator will undertake a variety of administrative and program management tasks related to the programs carried out in both Santa Clara County and San Mateo County. The Coordinator will join the team in planning, organizing, and managing programs and activities as well as carry out important operational duties including strong organizational skills, problem-solving skills, and a team player with a growth mindset.

This position will be responsible for the effective management of programs according to the Manager’s organizational goals and objectives. All educational programs work closely with students, educators, administrators, and third parties to bring students and their families onto a college-bound path.

Typical Duties and Responsibilities:

- Help build positive relations within the team and external partners.
- Work alongside the HFCSP Program Manager to support the planning and coordination of programs and program-related activities.
- Ensure the implementation of HFSV policies and practices.
- Coordinate program implementation within the realm of the yearly financial document and budget appropriately for specific programming.
- Schedule and organize meetings with host sites and program partners to ensure program implementation and completion.
- Write, review and present Memorandum of Understanding between the Hispanic Foundation of Silicon Valley and either Host Site or Program Partners.



- Maintain a Hispanic Foundation College Success Programs calendar/schedule.
- Track expenses and transactions of all programs related to the Hispanic Foundation College Success Programs.
- Prepare and order necessary materials for program execution. Ensure the proper usage of technology and material usage for all program operations.
- Support growth and program development through outreach and recruitment.
- Manage quantitative and qualitative data and records of programs through pre and post surveys. Analyze and develop data reports and proposals as needed (i.e. County Grant Reports, City Grant Reports, Corporate Sponsor Reports).
- Provide support for Hispanic Foundation of Silicon Valley convening and engaging events (i.e. Hispanic Foundation Ball, Latinx Speaker Series).
- Create and produce social media and HFSV blog content.

Minimum Qualifications

Education and Experience:

- A Bachelor's degree from an accredited college or university.
- 1-3 years of experience in delivering community-based programs and philanthropy work.
- Knowledge of program management, project management, and development procedures.
- Knowledge of Santa Clara County/San Mateo County school districts, and community programs preferred.
- Proficient in office software: MS Office (Word, Outlook, Excel, PowerPoint), Google Documents and Google Drive, Salesforce, etc.
- Experience with social media communication Facebook, Twitter, LinkedIn, etc.
- Ability to work with diverse individuals and multi-disciplinary teams with direct and indirect stakeholders.
- Ability to handle multiple priorities at the same time.
- Excellent time-management and organizational skills.
- Outstanding verbal and written communication skills.
- Detail-oriented and efficient.
- Bi-lingual (English/Spanish) required.
- Demonstrate initiative and exercise good judgment in the performance of duties.

Willingness to: Work any day, including irregular hours (weekends and evenings).

Licenses/Certificates: Possession and continued maintenance of a valid California driver's license and a safe driving record.

Salary/Benefits: Salary and benefits will be commensurate with experience.

To Apply: Send a cover letter and resume to mirella@hfsv.org.