



Chicas Youth Advocate & Project Developer

Job Announcement

SUMMARY:

Do you seek an environment that encourages everyone to grow to their fullest potential? Are you a people person with strong attention to detail? Are you passionate about building a more just society by empowering Latinas to lead? Join the Adelante Mujeres family and become part of a growing organization providing award-winning programming and holistic services to more than 9,000 Latina women and children annually in Oregon. Adelante Mujeres means "women rise up" and the women and girls in our program are doing just that. With your help, we can build the next generation of Latinx leaders. Located in Forest Grove, Oregon and founded in 2002, Adelante Mujeres is known for innovative responses to community concerns.

RESPONSIBILITIES:

As part of the Adelante Mujeres leadership team, the Chicas Youth Advocate champions the health of the organization and the needs of our participants. The Youth Advocate follows best practices, policies and procedures that support the needs of participants, community and organization. The Youth Advocate reports to Chicas Program Coordinator.

- Facilitate four weekly after school sessions lasting 90 minutes each in Forest Grove, Hillsboro or Beaverton School Districts and collect data related to programming
- Recruit, supervise, and mentor new participants
- Create a culture of respectful collaboration among staff, partners, volunteers, and parents to ensure participants' safety and the delivery of a culturally inclusive program with measurable results
- Ensure an active and timely approach to problem solving when issues arise at school sessions by informing Chicas Coordinator and Manager
- Attend all program-wide and assigned group events, trips, and school district meetings
- Support the coordination and implementation of specific Chicas' projects such as Summer Camps, Soccer Academy, Chicas Leadership Group
- Guide participants through the completion of youth-led community involvement projects that reflect organization's values, resulting in specific outcomes
- Maintain accurate records and written communications to track and share program impact
- Apply safety practices in all facets of the performance of duties, contact emergency services as needed, and act as a Mandatory Reporter for the safety of the participants
- Attend professional development trainings

QUALIFICATIONS:

We recognize that there are multiple expressions of professional readiness. When we review applications, we take a comprehensive look at each applicant. Our goal is to assess your unique strengths. The ideal candidate has many of the following skills and experience:

- A passionate commitment to the goals and mission of Adelante Mujeres and support for immigrant and BIPOC communities
- Two years of group facilitation experience
- BA preferred or AA Degree in Education, Elementary Education or strongly related field
- Bilingual/Bicultural Spanish – English
- Committed to education, social justice, women’s empowerment and the environment

Additional Requirements:

- Complete Criminal Background Check
- Possess current driver’s license and auto insurance coverage
- Ability to travel out of town to attend workshops or trainings

SALARY & BENEFITS:

- Pay range: \$18.00 - \$21.00 depending on qualifications
- Full-time, hourly
- Telework: primarily during pandemic, up to one day a week after pandemic
- Benefits: health, vision, dental, short-term and long-term disability, 401K pension plan, life insurance, professional development opportunities, paid leave of absence, paid holidays (12.5 days annually), sick days (up to 12 days annually) and vacation per year (20 days years one through five, 25 days after five years)
- Opportunity for broad and impactful work with a visionary, growing organization

TO APPLY:

Please complete a job application or submit the following material electronically (PDF preferred) to educationjobs@adelantemujeres.org (no phone calls, please)

- A one-page cover letter clearly outlining your qualifications, experience and interest in the position and Adelante Mujeres
- A resume detailing relevant experience, qualifications, work history, education and accomplishments
- Three professional references may be requested later in the hiring process

Thank you for your interest in employment at Adelante Mujeres. We will be contacting the applicants whose applications indicate a strong combination of relevant experience and qualifications and skills.

Closing date: Open until filled **Anticipated start date:** As soon as possible

-----**EQUAL OPPORTUNITY EMPLOYER**-----

Adelante Mujeres is an equal opportunity employer and does not discriminate on the basis of sex, race, color, religion, sexual orientation, national origin, cultural heritage, ancestry, political belief, age, marital status, pregnancy, perceived pregnancy, childbirth, breastfeeding, or any related medical condition, physical or mental disability or veteran status in accordance with applicable federal and state laws. Adelante Mujeres is compliant with the American with Disabilities Act and we are committed to making special accommodations for your interview or work as a member of our team. If specific accommodations are needed, please notify hr@adelantemujeres.org and we will work to accommodate your needs.