



STRONGER COMMUNITIES. STRONGER AMERICA.

## POSITION ANNOUNCEMENT

**POSITION:** Program Specialist, Health                      **OPEN:** Immediately  
**LOCATION:** Health    **CLOSE:** Until filled  
**CONTACT:** Senior Program Manager, Health              **SALARY:** Commensurate with experience

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### BACKGROUND

**UnidosUS**, previously known as NCLR (National Council of La Raza), is the nation's largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our community stronger. For more information on UnidosUS, visit [www.unidosus.org](http://www.unidosus.org) or follow us on Facebook, Instagram, and Twitter.

### SUMMARY

UnidosUS is seeking a Program Specialist to support the development, management, and reporting of health promotion and disease prevention projects geared toward both the Latino community and other diverse communities in the United States. This person will have robust experience in health equity and health disparities, including an understanding of the intersection of social determinants of health across community-based organizations, community health centers, and /or other health systems. The ideal candidate should have knowledge in trauma-informed care and mental health, social and emotional well-being (especially for children and youth), and prevention programming, including mental and behavioral health programs and/or health policy analysis. Experience in working with *promotores de salud* (community health workers), children and youth, care coordination, and immigrant/community/population health is also preferred.

This person will collaborate and support the Senior Program Manager; work may be assigned and supervised by other staff members in the Health team. As such, experience, and comfort with reporting to multiple supervisors is necessary. This position will be based in Washington, DC.

## RESPONSIBILITIES

- Assist in the conceptualization, development, and implementation of research-based, community-focused health education and promotion projects related to healthy living, social and emotional well-being, and mental and behavioral health.
- Conduct participatory training and share capacity-building techniques with local community-based organization subgrantee sites and evaluate and modify strategies.
- Participate in formal and informal training and continuing education activities to acquire and maintain high-quality and state-of-the-art professional and technical capabilities in public health and other disciplines related to the work of the Health components.
- Develop and/or revise bilingual curricular materials and training modules geared toward Spanish-dominant and bilingual (English/Spanish) program participants, including *promotores de salud* and other case/project managers, parents/caregivers, and children/youth.
- Review project proposals from sub-grantees, including the analysis of budgets, logical frameworks, performance indicators, etc.
- Regularly monitor grants, including collection, assessment, and analysis of progress reports (programmatic and financial).
- Maintain effective partnership and work with cross-component teams, UnidosUS staff, Affiliates program subgrantees, and evaluators and consultants to manage data collection, evaluation, and reporting processes across key programs in Health.
- Conduct grant administration duties including, but not limited to, drafting contracts, processing payments, coordinating logistics for meetings and associated travel (when approved), synthesizing programmatic information, maintaining correspondence such as meeting notes and filing, following up on action items with grantees, flagging follow-up and action items, tracking project status, and closing out pending items.
- Write and disseminate project-related documents, including contributing author of articles for professional journals, quarterly reports, project-specific materials, and any other program products.
- Support Senior Program Manager(s) and Director (s) in identifying potential funding and support proposal development and submission.
- Assist the Senior Program Manager(s) and Director (s) in the preparation of institutional reports and presentations, and, when necessary, collaborate with other colleagues on other written products.
- Prepare and submit progress reports to funders.
- Build Affiliate capacity for data collection and management through trainings, webinars, and one-on-one assistance.
- Work with UnidosUS's Communications and Marketing team to create and manage health information on the UnidosUS website and social media outlets.
- Support communications content on online platforms about health information, including research and health programs and policy-related information.
- Participate and represent UnidosUS at external meetings and strategy discussions.

- Apply best practices in knowledge management to seed effective practices across the UnidosUS Affiliate Network and improve outcomes across programs.

## QUALIFICATIONS

- Bachelor's degree in health-related or social sciences from an accredited college or university required. Master's degree preferred.
- Three (3) to five (5) years of relevant progressive experience in mental and behavioral health programs, health research, and health equity required.
- One (1) to two (2) years of project management experience in nonprofit and or health care industry preferred.
- Demonstrated experience working with community-based organizations and diverse communities, such as *promotores de salud*, immigrants, Spanish-dominant Latinos, and health professionals.
- In-depth experience with public and professional health education curriculum development and trainings, with an emphasis on participatory methodologies, human-centered approaches and care, and social and emotional well-being.
- Familiarity with trauma-informed approaches in the prevention and treatment of services delivery designed for children/youth and parents/caregivers.
- Understand project finances and assist in planning and management of grant and program budgets.
- Steadfast commitment to UnidosUS mission, vision, and values (Excellence, Accountability, Respeto).
- Commitment to U.S. Latino community, Latino nonprofit organizations, and the Latino market a plus.
- Identify and implement metrics related to addressing health outcomes and health equity, health disparities, health services research, and community-based participatory research.
- Ability to be respectful and show empathy and compassion for different life experiences is a must.
- Flexibility, strong attention to detail, and ability to respond efficiently to competing requests.
- Excellent presentation and/or training skills.
- Ability to work with minimal supervision and coordinate, prioritize, and manage multiple projects while maintaining attention to detail and meeting deadlines.
- Excellent verbal communication skills and professional attitude in representing UnidosUS to different audiences (e.g., Affiliates, funders, and partners).
- Commitment to excellence and high standards.
- Ability to work independently and as a member of various teams and committees.
- Advanced proficiency with Microsoft Office Suite, more specifically Office 365, and use of the internet.

- Ability to travel to UnidosUS events or program sites, approximately two to three times a year, post-pandemic.
- Bilingual (English/Spanish) skills a plus.

**Employment with UnidosUS is contingent upon successful completion of a background screen.**

**Please note:** Only those applicants who submit a cover letter, résumé, and writing sample will be considered for this opportunity.

**SEND COVER LETTER, RÉSUMÉ, AND WRITING SAMPLE TO:**

**UnidosUS**

**Attention:** [hrmail@unidosus.org](mailto:hrmail@unidosus.org)

**Subject Line:** Program Specialist, Health

**Attn:** Senior Program Manager, Health

***No phone calls please!***

*EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.*