



Latin American Legal Defense
and Education Fund

FUTURO Program Coordinator Job Description

Agency Overview

LALDEF is a nonprofit that was founded in 2004 to serve the needs of the immigrant community in Mercer County. At our organization, we value diversity. Our mission is to defend the rights of the Latin American community, facilitate access to healthcare and education, and promote cross-cultural understanding within the Mercer County region.

Job Summary

LALDEF is seeking a FUTURO Program Coordinator. The individual will lead our college-preparatory youth mentoring program, which works with first- and second-generation immigrant youth from low-income backgrounds. Our students are juniors and seniors who live and attend high schools within Mercer County. The program coordinator will coordinate tutoring, educational workshops, and special events and serve as the main point of contact for each student. The Program Coordinator will support student recruitment efforts each year and help students succeed after high school by guiding them through post-secondary education options, career exploration, workforce readiness, and internship or apprenticeship opportunities.

This position will also require direct and frequent interaction with students' parents/guardians to relay information and facilitate progress across academic and programmatic areas. **This position is full-time (40 hours per week), full-year, office-based, and requires evening work.** This position requires the individual to work effectively with emotionally difficult situations. The program coordinator must demonstrate the ability to think independently and critically, and apply good judgment.

Job Responsibilities are, but not limited to:

- Responsible for meeting with the students two evenings per week for two hours
- Coordinate individual student check-ins, as needed, via phone, text, and email regularly.
- Offer academic advisement.
- Provide guidance and role modeling to graduates
- Connect parents and students with appropriate school and community resources.
- Help set goals and prepare for college success.
- Coordinate subject-specific tutoring, SAT/ACT preparation, and college, scholarship, and financial aid applications.
- Collaborate with partner agencies to provide workshops for the students and parents.
- Remain adept to youth issues; introduce sensitive materials and topics for education and awareness.
- Willingness to travel throughout Mercer County and occasionally out of state for college campus tours.
- Work closely with agency staff through phone calls, in-person meetings, and group meetings.
- Prepare and upkeep quarterly written reports outlining program outcomes.
- Promote and foster a positive environment and provide tools for upward mobility.
- Plan and lead orientation and training sessions for volunteers, including creating and updating handbooks and resources.
- Develop collaborative partnerships with other youth-serving organizations, members, parents, families, and community organizations; represent the organization at internal and external program events.

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Personal Attributes

Ideal candidates should be flexible, able to multitask, and have excellent communication, computer, interpersonal, organizational, and research skills. Candidates should think independently. Respect the mentee's right to self-determination and independence.

Supervision

Positions reports to the Executive Director.

Application Requirements

- A bachelor's degree is required.
- Must submit a resume, cover letter, and three professional references to info@laldef.org.
- Experience working at nonprofit organizations is desirable.
- Experience working in a mentoring program is desirable.
- Applicants must be bilingual in English and Spanish.

Please send a resume and cover letter to info@laldef.org.

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