



Leadership Programs Specialist

ABOUT

Arizona Latino Leaders In Education (ALL In Education) aims to ensure that the communities most impacted by education inequities are the ones making decisions for ALL children. Established to close the gap and achieve better representation on the state's education policy-making bodies, ALL In Education aims to increase the number of Latino members on education boards that directly impact policy. The coalition is an affiliate of UnidosUS. Learn more at ALLInEducation.org

POSITION SUMMARY

ALL In Education will focus on building Latino community power and influence in public education by:

1. Identifying community leaders interested in addressing educational inequities in Arizona Latino communities.
2. Leading research efforts to disaggregate data and make inequities affecting Latino students in Arizona more visible and actionable.
3. Developing a policy agenda that supports Latino student success, and that builds trusting and actionable relationships with other communities of color to advance their access to a high quality and well-resourced education in Arizona.

ALL In Education will identify, invest, and support tomorrow's Latino Leaders and public education advocates to find solutions to tackle some of the greatest inequities in our education system. The Leadership Programs Specialist will play a critical role in developing the capacity of educational leaders in Arizona and ensuring students representing the fastest growing population in our school systems have a voice that protects, defends and advances their rights at all levels of government.

JOB RESPONSIBILITIES

The Leadership Programs Specialist will be responsible for the following job duties, including but not limited to:

Community Engagement, Outreach and Community Conversations

- Represent ALL In Education at community events, convenings, and conversations to determine gaps in advocacy for Latino youth and families.
- Engage targeted groups and organizations to arrange one-on-one conversations and/or presentations with individuals interested in supporting ALL In Education's work in advancing educational equity in Arizona.
- Lead school representatives throughout the outreach and recruitment phase of Parent Educator Academy and provide weekly reports to school representatives regarding parents going through the program.



- Manage database of Parent Educator Academy participants and create reports for staff and stakeholders to provide monthly reports.
- Assist with recruiting and developing a targeted list of individuals who are interested in participating in leadership development programming to prepare for positions of influence in education policy.
- Participate in organization community conversations such as Comunidad en Accion, program presentations, and panel discussions.

Leadership Development

- Facilitate weekly training sessions and workshops for Parent Educator Academy participants.
- Develop interactive training sessions/workshops that match program needs.
- Plans and coordinates the development, implementation, and execution of sub-programs, special projects, and other initiatives designed to achieve the overall mission, goals, and objectives of the organization.
- Develop relationships with supporters and collaborate with external stakeholders and subject matter experts to create engaging and varied learning resources including train-the-trainer materials, learning aids, presentations, discussion guides, and community dialogues.
- Provides and/or coordinates the provision of technical guidance, consultation, related support to clientele within the area of program focus; provides day-to-day problem solving as necessary on day-to-day program-related needs and issues.
- Proactively develop partnerships with students/graduates and provide consultative services geared toward career planning, leadership development and job search strategies.
- Help build an ALL In Education learning culture by developing and analyzing success measures, facilitating debriefs, documenting lessons learned, and using these insights to iterate our programs and determine impact.
- Assist in developing a list of organizations and networks with high concentration of Latino leaders, including cross-sectors in education, advocacy, business, technology, and philanthropy.
- Develop and/or facilitate interactive training sessions/workshops that match program needs.
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Event Logistics & Support

- Lead ALL In Education's event logistics, including but not limited to: securing facilities, meeting rooms, virtual meeting spaces; creating targeted outreach lists; turnout for individual participation and preparation of agendas and guest speakers.
- Oversee the logistic coordination and organization of assigned events in regards to venues booking, travel coordination and events' material organization.



- Assist with the planning, coordination and execution of ALL In Education's annual MAPA Summit.
- Maintain internal files and meeting notes
- Draft agendas and lead meetings for the ALL In Education leadership programs team
- Participate in regular meetings with ALL In Education staff

Content & Training Creation

- Write reports, recommendations and strategy documents to be delivered to clients
- Review, edit and draft training materials (mostly leadership development, electoral training and advocacy training)
- Support focus groups held by leadership team
- Conduct interviews with program participants
- Conduct research on curriculum topics
- Summarize your findings and suggest recommendations for curriculum development
- Maintain integrity by accurately citing sources and using high quality sources in your research

Partner Support

- Attend and participate in meetings with ALL In Education Partnering School Representatives
- Track and share weekly updates on participant deliverables
- Work with ALL In Education's leadership team to manage participant relationships

PREFERRED QUALIFICATIONS

The qualified candidate will be able to demonstrate:

- Passion and commitment for the advancement of educational equity in Arizona.
- Bilingual, fluent in English and Spanish is required.
- Knowledge of effective curriculum design practice, adult learning theory, and evaluation practice. You're able to design learning experiences that are interactive, relevant, and engaging.
- Experience facilitating in communities and one-on-one conversations. We are looking for an excellent facilitator.
- Exceptional attention to detail, along with strong project management skills.
- Ability to work independently and exercise judgment in public engagement work, establishing priorities and meeting project goals.
- Experience with Microsoft Office, specifically knowledge of PowerPoint, Excel and basic design.



- Prior organizing experience is preferred.

SALARY AND BENEFITS

- Full-time salary compensation is competitive and dependent on experience. Benefits include medical, vision and dental coverage, a professional development and technology fund.

To apply please send a cover letter and resume to ALL In Education Leadership Programs Director at livier@allineducation.org.

ALL In Education is an equal employment opportunity employer committed to maintaining a non-discriminatory work environment. ALL In Education does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, gender, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, gender expression, or any other personal characteristic protected by applicable law.