



LATINO NETWORK PROGRAM SUPPORT SPECIALIST

DEPARTMENT

3005 Off Campus – Latino Network

Latino Network is a culturally specific social service and advocacy organization, founded by Latine leaders in 1996 to address the systemic inequities faced by the Latine community in the Portland area. Grounded in a commitment to self-determination, we envision Latine communities who are thriving, engaged, and powerful. To achieve this vision, we focus on early childhood, youth development and education, economic justice, health and wellness, advocacy, and leadership. We are the premiere Latine culturally specific provider in the Portland metro area. Over the past 30 years, Latino Network's programs, community organizing, and advocacy efforts have shifted the local social and political landscape by cultivating formal and informal leadership, expanding access to culturally affirming services for children, youth, and families, and by building collective power to shape legislative policy.

QUALIFICATIONS

- English and Spanish Bilingual proficiency is required;
- Bicultural understanding and/or lived experience required;
- Ability and desire to work with and learn from people of diverse backgrounds including but not limited to, race, ethnicity, gender, disability, religious beliefs;
- Ability to maintain discretion regarding confidential matters and maintain confidential records;
- Ability and desire to work with youth and promote positive youth development;
- Ability to work independently and manage time while prioritizing tasks to meet key organizational deadlines;
- Ability to be flexible and adaptive to successfully achieve the functions of the position as described in the job responsibilities;
- Takes initiative and maintains proactive communication;
- Strong attention to detail, organizational, and interpersonal skills;
- Able to build strong relationships.

DUTIES

The Program Support Specialist is responsible for supporting the overall goals and objectives of the Latino Network by providing administrative support to program teams.

Duties include:

- Coordinates supply orders for the department
- Supports logistics for program activities and events including curriculum prep, space set-up, and materials prep
- Plans and schedules meetings, reserves conference rooms, attends meetings when appropriate, and takes meeting minutes
- Prepares and maintains records and files
- Perform accurate and efficient data entry tasks, including entering, updating, and verifying data in a timely manner
- Ensure data integrity and confidentiality while maintaining high attention to detail
- Utilize software systems and tools to input and manage data effectively
- Collaborate with team members to meet deadlines and achieve project goals
- Drafts and promotes marketing material for programs
- Works collaboratively in a team environment with a spirit of cooperation
- Manages projects and other duties as assigned by the supervisor
- Establish standardized processes and procedures for common tasks to ensure consistency.

COMPENSATION

Begins at Minimum Wage

HOURS

Depends on assignment; schedules are mostly during weekdays between 9am and 6pm, with some evening and weekend assignments.

CONTACT

Please submit a resume and application to:

Chloe Hays
Executive Director of SFS
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