Job Description

About the Organization

Hispanas Organized for Political Equality (HOPE) is a nonprofit, nonpartisan organization committed to ensuring political and economic parity for Latinas through leadership, advocacy, and education to benefit all communities and the status of women.

About the job

The Programs & Recruitment Manager will work on HOPE’s leadership program areas; inclusive of the HOPE Leadership Institute (HLI), HOPE Youth Leadership Program (HYLP), HOPE College Program (HCLP), HOPE Binational Fellowship and other leadership training programming as developed. They also support HOPE’s Public Policy agenda and events as needed.

The Programs & Recruitment Manager creates and manages key relationships to further the goals of all the HOPE leadership programs. They oversee the development of and manage relationships with participants of the various leadership programs, alumnae, speakers, key partners, and facilitators / trainers. They work closely with the Director of Programs and CEO to implement a recruitment and growth strategy to meet organizations strategic goals. They will advise on the leadership programs curriculum as well as facilitate training sessions and ensure all the details and logistics of the leadership programs are completed. They may be assigned additional programs to co-design, lead, and implement as needed by HOPE. They support all HOPE’s conferences as needed. This position will be responsible for supervising department interns.

Duties and Tasks

- Provides input, leads sessions, and supports the implementation of all adult programming session agendas
- Advises and supports the facilitation of HOPE’s four leadership programs
- Advises on the creation and implementation of a regional leadership institute
- Recruits speakers and manages the relationship to establish a long-lasting partnership with HOPE
- Tracks key information and evaluations on HOPE’s database regarding speakers, legislators and their staff, and all key contacts made that support HOPE’s program and policy work
• Develops and implements a recruitment strategy for HOPE’s leadership programs
• Works with the HOPE team to write grants, track grant deliverables, and maintain good sponsor relationships.
• Researches, negotiates, and reviews contracts and agreements with vendors and partners and makes recommendations to protect HOPE’s interest and liability
• Develops, and maintains accurate, detailed budgets, revenue plans, expense records
• Submits check requests with approved invoice on timely manner and verifies accuracy of vendors’ charges before submitting to accounting
• Coordinates logistics when needed: rooming, meals, travel, space requirements, audio/visual
• Supervision of Interns

Communications & Teamwork

• Communicate effectively and build relationships with multiple stakeholders including participants, alumnae, sponsors, and board members, elected officials and community leaders by phone, e-mail, e-Newsletters, website, at conferences, in person and through presentations
• Develops Latina History Day “Community Track” and Latina Action Day adult policy training sessions / panels. Organizes workshop, speakers, and facilitates outcomes for conference participants
• Foster teamwork in daily interactions with vendors, stakeholders and internally with colleagues
• Ensure program activities related to the conferences, budget, logistics and other details are maintained to the highest standard
• Participate in the successful completion of HOPE’s other activities and programs as assigned
• Completes all additional projects as assigned

Experience/ Education

• Minimum of two-years work experience in program implementation, facilitation training programs and background in public policy or government affairs
• Bachelors degree in public policy, business, political science or equivalent work experience
• Certification(s)/License(s): Valid driver’s license and insurance

Additional Skills

• Experienced in working in a fast paced highly demanding environment
• Ability to manage challenges and use independent judgement and critical thinking skills for problem solving
• Proactive, perform project assignments with little supervision
• Understanding of public policy analysis and state and federal political process preferred

Benefits & Compensation

Annual salary will be commensurate with experience and qualifications in the range of $60,000 to $70,000. The full compensation package for this position, includes 100% Healthcare premium coverage for the employee. We also provide affordable dental options and 403b retirement benefits and generous employer match. HOPE offers 15 accrued vacation days, 8 sick days, 3 education days, 3 volunteer days, and 10 company holidays.
HOPE is implementing a hybrid work model. Three days working from home and two days (Wednesday and Thursday) working from the HOPE office in Downtown Los Angeles. Due to the administrative nature of the position the person must be able to accommodate additional days working from the office as needed.

**Equal Employment Opportunity**

HOPE is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

**To Apply**

Interested applicants should email a resume and cover letter to the hiring manager:

Diana Amaya

Director of Programs

[damaya@latinas.org](mailto:damaya@latinas.org)