

Program Coordinator - West Lafayette - Latino Cultural Center (Job Number: 1700724)

Description

The Program Coordinator will handle program design, coordination/management, execution, and assessment for programs such as: Latino Heritage Month programs, Boiler Gold Rush, Latinx Leadership Retreats, Latinx graduation ceremonies, P.O.D.E.R Mentorship program, Día de los Muertos and weekly programs offered by the LCC.

They will also coordinate and prepare marketing and media publications; marketing and media design and management with social media, print, web/email, and distribution.

The Program Coordinator will work closely with the Director to help facilitate relationships with internal and external agencies that promote diversity efforts. Collaborate and develop partnerships with internal and external agencies by establishing relationships with the intention of partnership for pre-collegiate outreach, recruitment, retention, and graduation of Latino/a students.

Responsible for leadership activities with *Embajadores* volunteer service-learning program (e.g. leadership trainings, retreats with students, coordinating presentations or experiential learning activities to teach students about the responsibilities of leadership). Assist in fundraising/development efforts as needed. Responsible to advise and counsel student populations on resources. Functionally assist in the supervision of 5-10 student employees by directing the project management of students and assisting in the hiring process.

Prepare presentations and tours for classes, outreach programs, etc. Prepare communications, public relations, and advertisement strategies for each program (including public speaking engagements such as presentations, tours of the LCC, and workshops on diversity). Prepare monthly and annual budgets for programs. Identify and interpret University policy and regulations concerning programming and overall functions of the LCC to assure the LCC is compliant.

Qualifications

Required:

- Bachelor's degree in Latin American Studies, Higher Education, History, International Studies, Social/Behavioral Sciences, Political Science or closely related field.
- Two or more years of experience in program and event planning, marketing, execution and assessment.
- Experience in the development and implementation of educational programming; experience working with diverse student populations.
- Program planning management along with excellent communication and organizational skills.
- Ability to work in a fast-paced environment with frequent interruptions.
- Cultural competency skills.
- Ability to work evenings and weekends as needed.

Preferred:

- Experience in an institution of higher education.
- Experience working with Latinx populations.
- Experience with Latinx cultural programming.
- Proficiency in Spanish and/or Portuguese.

Additional Information:

- A Background Check will be required for employment in this position.
- Evenings and weekends are required for this position.
- FLSA: Exempt (Not Eligible For Overtime)
- Retirement Eligibility: Defined Contribution Waiting Period.
- Purdue University is an EEO/AA employer. All individuals, including minorities, women, individuals with disabilities and veterans are encouraged to apply.

Apply at: <http://purdue.taleo.net/careersection/wl/jobdetail.ftl?job=1700724&tz=GMT-07%3A00>