



POSITION: Lead Program Specialist	REPORTS TO: Director of Education
CLASSIFICATION: Full time - Non-Exempt	DEPARTMENT: O.P.E.N.D.O.O.R.S.
COMPENSATION: \$ 18.00 per hour	

PRIMARY RESPONSIBILITIES:

This position reports to the Director of Education and will be offering support to the O.P.E.N.D.O.O.R.S program. The Lead Program Specialist major area of responsibility will focus on community resilience and engagement, record keeping and data tracking, and other duties relating to program and participants. This position will be in Miami Dade County and will require travel.

ESSENTIAL JOB REQUIREMENTS:

Duties and responsibilities include, but are not limited to the following areas:

- Perform outreach duties as needed, either by phone or in the field. Distribute outreach material, such as flyers and brochures, to communicate program services and meet program goals or objectives.
- Program participant recruitment and on-boarding.
- Evaluate the merit of assigned applications, following program plans or objectives and ensures compliance with funding source requirements criteria.
- Maintain a daily log of all participant contacts and community engagement activities.
- Coordinate and assist with registration and other duties for workshops, facilitate classes and participate in program activities events.
- Data management and reporting.
- Participant engagement, intake, and follow-up.
- Attends training as required.
- Performs other related duties as assigned.

JOB EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

The ideal candidate will have demonstrated skills, strong knowledge, and experience in the following areas:

- Associate degree required. Bachelor’s degree a plus.
- Bilingual English-Spanish required.
- 1-2 years of related work experience.
- Must have the ability to work with co-workers in a professional, confidential and respectful manner.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Commitment to professional communication and confidential maintenance of all client data and agency information.
- Able to pass a federal background check and drug test.
- Reliable transportation is required due to extensive travel within the assigned territory.
- Flexible approach to working hours, occasional weekend, as it impacts ability to attend outreach events, and the ability to meet with participants.
- Proficient with Microsoft Office Suite or related software.
- Able to use mobile devices to capture data.

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to navigate various departments of the organization's physical premises.

This is a Non-Exempt Full-time position. Competitive compensation and a comprehensive benefits package offered. Please send resume to Barbara Cesar bcesar@ccfcl.org. Any submission without a resume will not be accepted. No phone inquiries will be accepted.

Centro Campesino provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.