



Technical Assistance Coordinator

Excelencia in Education accelerates Latino student success in higher education by promoting Latino student achievement, conducting analyses to inform educational policies, and advancing institutional practices while collaborating with those committed and ready to close the equity gap in Latino college completion. Launched in 2004 in the nation's capital, *Excelencia* is building a network of results-oriented educators and policymakers to address the U.S. economy's need for a highly educated workforce and engaged civic leadership. *Excelencia* is a growing, fast-paced nonprofit organization with a small and dynamic team deeply committed to its mission.

We are continuing to build on our implementation of technical assistance for programs in their evidence of effectiveness, and for institutions working towards the Seal of *Excelencia*, a voluntary recognition program designed to foster institutional change to close equity gaps and significantly increase Latino student completion. The Seal creates high expectations for intentionally SERVING (not just enrolling) Latino students in colleges and universities to improve Latino student success. Colleges and universities will earn the Seal of *Excelencia* once they demonstrate consistent progress in their data, practice, and leadership efforts explicitly supporting Latino students.

The Technical Assistance Coordinator is responsible for supporting and implementing institutes, webinars, and tools for institutional teams to support their transformation to more intentionally serve Latino students. In addition, this role will coordinate the case management, informational methods, and strategy to assist institutions in improving access, retention and completion of Latino students by facilitating their progress. This position is part of the affiliate services team, and works closely with the Director of Technical Assistance.

Responsibilities

- Review existing tools and resources that form the foundation of technical assistance to enhance the broader work of the organization. Determine how to modify and update them to meet the broader needs of institutions and practitioners.
- Create additional tools and resources, such as documents, templates, guides, surveys, webinars, videos, institutes, events, and other forms of engagement. Work collaboratively with relevant *Excelencia* colleagues to develop.
- Develop all forms of technical assistance into a comprehensive plan to support stakeholder progression in more intentionally serving Latino students.
- Provide a structure to make all technical assistance easily accessible on the website and to promote it more broadly through other communication venues.
- Develop clear guidance to institutions and practitioners on how to incorporate tools and resources to advance. Facilitate and support their implementation.
- Support partnership with other organizations to offer joint technical assistance and ensure that the Latino lens is applied to such support. Co-design guidelines for effective partnerships.
- Coordinate and support coaches that will work directly with institutions.
- Facilitate the development and growth of a peer-to-peer network of institutions.
- Organize and evaluate workshops, institutes, and other learning opportunities. Track institutional participation to inform targeted outreach strategies.



- Work closely with the team, senior leadership, communications and programmatic colleagues, and others to support the overall work of the organization.

Qualifications

- Bachelor's degree; advanced degree is preferred.
- Event planning and marketing experience with strong writing, design, and organizational skills.
- Professional communication and relational skills. Able to interact with institutional stakeholders at all levels, recognize their perspective, and how to be a resource to them.
- Experience in providing professional development or supporting organizational or programmatic improvement, particularly within higher education.
- Deep understanding of higher education and the Latino student experience. Familiarity with the role of data, practice, and leadership in impacting change is preferred.
- Proficiency with technology, particularly Microsoft products, and related tools.
- Team and results oriented, professional, and high standards of excellence in all deliverables. Able to work both independently and collaboratively.
- Flexible. Open to learning and growing in new ways.
- Commitment to improving college access and success for Latino students.

What's Attractive to the Right Candidate?

- Our mission. We are building a powerful and wide sweeping movement to accelerate Latino student success in higher education, which in turn addresses the U.S. economy's need for a highly educated workforce and civic leadership.
- This is a pivotal time in our development. As a key member of the *Excelencia* team, you will play an active role in supporting the process to enable more programs and institutions to more intentionally serve Latino and other post-traditional students.
- This position gives you an opportunity to capitalize on a strong foundation with a demonstrated capacity to grow while using your skills and experience to shape the future of the organization.

To Apply

Please reference the position of Technical Assistance Coordinator in the subject line and send (1) a personalized letter describing your interest in and qualifications for this position, (2) a resume, (3) your salary history and requirements, and (4) names and contact information for at least 3 professional references, at least one of them a past or current supervisor, to jobs@EdExcelencia.org.