



Program Coordinator – Institutional Programs (hybrid schedule)

For nearly 18 years, [Excelencia in Education](#) has been charting a course for innovative, collaborative, and actionable efforts to accelerate Latino student success in higher education throughout the United States. Invoking a unique [confianza](#) approach, *Excelencia* today functions as a facilitator, guide, and catalyst for colleges and universities, large and small, to cultivate the conditions necessary for transformative change that helps more Latino students achieve their aspirations. As a member of the Institutional Programs team, you will support the advancement of institutional transformation to more intentionally serve Latino students by identifying and promoting evidence-based practices and institutional leadership that improves Latino students' success. Reporting to and working closely with the Vice President for Programs, you will be an integral member of the Programs team, working with colleagues to connect and engage program practitioners in *Excelencia's* programming. The Programs team manages and executes two annual recognition cycles: [Examples of Excelencia](#) and the [Seal of Excelencia](#). The team also manages the [Growing What Works Database](#). Born of the work with Examples, it is the only national data set looking at evidence-based practices for Latino students.

The coordinator role is responsible for the overall performance of the administrative functions of the Programs team. You will play a vital role in program operations to keep the team informed, organized, and connected so that the department can deliver on its goals. You will provide strong client engagement, acting as an essential connection point between institutions and *Excelencia's* Programs team. And through an operational lens, you will support the Programs team in the Examples and Seal portfolios.

Excelencia in Education's mission is to accelerate Latino student success in higher education by promoting Latino student achievement, conducting analyses to inform education policies, advancing evidence-based practices, and collaborating with those committed and ready to close equity gaps in degree completion. *Excelencia* is a fast-paced and quickly evolving nonprofit organization with a small and dynamic team deeply committed to its mission and community.

Responsibilities

- **Collaborate with team members on the high-quality implementation of the recognition cycles on an annual basis.** This includes supporting the administrative functions of the cycle by updating content across online platforms and tracking program documentation.
- **Serve as liaison for programs and practitioners that implement strategies for Latino student success.** This includes coordinating messages and scheduling between constituents and program staff.
- **Support the refinement of team process and protocols and advance Programs team goals.** This includes a review of existing tools and resources to determine areas of improvement.
- **Engage with *Excelencia's* network of affiliates and constituents to support the organization's curated programs, events, and activities to meet its mission.** This



includes conducting interactions and providing resources that maintain the organization's high-touch, trust-building approach.

Qualifications

- Associate degree required. Bachelor's degree or 2-5 years of related professional experience preferred.
- At least 2 years of experience in an office setting. Ability to demonstrate strong writing, design, and organization skills.
- Proficiency with technology, particularly Mac computers, Microsoft products, and related tools. Familiarity with any CRM platform, Asana, or other project management software is a plus.
- Professional communication and relational skills. Able to interact with institutional stakeholders at all levels, graciously recognize their perspectives, and understand how to be a resource to them.
- Team and results-oriented, professional, and committed to high standards of excellence in all deliverables. Able to work both independently and collaboratively.
- Professional experience in a higher education setting, or similar context, and an understanding of Latino students are strongly preferred.

Attributes

- Committed to the organization. With a solid understanding of *Excelencia's* history as your foundation, you are willing to learn and support our vision to advance the work, committed to service and the work.
- Continuous learner. Our work is evolving and the context in which we work is dynamic. You are a continuous learner and ask questions to confirm your understanding of *Excelencia's* strategies. You are also able to identify salient points and use them to enhance the overall work of the organization.
- Collaborative. You will be working with a wide range of external stakeholders and internally across the organization. This requires a flexible style that both complements the efforts and supports the needs of others.
- Persistent and results oriented. You can formalize plans and carry them through to achieve goals. You give strong attention to timely follow-up and follow-through in all activities.
- Communicator. Your communication skills are key to effectively serving *Excelencia's* mission. You have a deep understanding of the *Excelencia* voice, positions, and body of research and can embody this voice and apply this understanding to all communications.
- Flexible. You are comfortable working in a fluid environment and can adjust in both day-to-day and larger-scale activities based on new information and situations.
- Client/customer oriented. Internal and external stakeholders respect you for your knowledge and abilities and find you both approachable and responsive.



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 through institutional transformation, which in turn addresses the U.S. economy's need for a highly educated workforce and civic leadership.
- Impact. This is a pivotal time in our development. As a member of the Programs team, you will play an active role in supporting a process to enable more higher education institutions to accelerate Latino student success more intentionally.
- Growth. This Coordinator position gives you an opportunity to capitalize on a strong foundation with a demonstrated capacity to grow while using your skills and experience to build the impact of this initiative and strengthen the organization.
- Compensation. We offer a hybrid work model and a competitive compensation plan that includes medical, vision, and dental insurance; paid annual leave, sick leave, and federal holidays; time off between Christmas and New Year's; and a retirement plan with employer contribution.

To Apply

Simply email your resume to Lilly Khan at resumes@staffingadvisors.com with "**Excelencia – Program Coordinator #2022-2712**" as the email subject.

Internally this position title is Institutional Programs Coordinator.

Please note: our practice is to not disclose the salary ranges our clients would consider. Any salary information included in this posting was estimated without our input.

Staffing Advisors is committed to reducing bias in every aspect of the hiring process. We have long recommended an evidence-based approach to hiring. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any other basis protected by law. This position may require pre-employment screening potentially including a criminal background check, verification of academic credentials, licenses, certifications, and/or verification of work history. You can learn more about our actions on our blog.