



bawar
serving survivors of sexual violence since 1971

Title: Latinx Program Coordinator

Responsible to: Senior Program Operations Manager

Description: The Latinx Program Coordinator is responsible for the efficient operation of the Latinx Program, including the management and oversight of Latinx staff and volunteers. Responsible for organizing Latinx operations, procedures and materials, facilitating and monitoring Latinx trainings, corresponding with Community and Grant Partners, overseeing the development of Spanish language program materials.

The **Latinx Program Coordinator** must be able to maintain strict confidentiality, demonstrate excellent administrative, organizational, time- management, and people skills.

Job Functions:

- Facilitate BAWAR Latinx Program meetings including SART, Volunteer, and Advocate meetings.
- Attend community and strategic partner meetings for Latinx Program.
- Develop and facilitate training for California Sexual Assault Certification training.
- Manage Latinx Program including operation and administration.
- Create a database and resource guide for all local Spanish speaking-based agencies.
- Coordinate staff to attend events as a BAWAR representative to support community outreach.
- Serve as point of contract for Latinx program funders, vendors, and community partners.
- Supervise Latinx Program Staff to adhere to agency protocols and procedures.
- Oversee Latinx grants to meet contract deliverables and outcomes.

- Perform basic IT functions needed for computer, internet, and phones.

Qualifications:

- Bilingual (English and Spanish)
- Minimum 3 years program coordination experience
- Valid CA Driver License, liability insurance, and access to reliable transportation
- Excellent Communication Skills (verbal and written)
- Conduct business in a highly organized, effective, and professional manner
- Successful completion of California Sexual Assault Counselor Certification

Preferred Skills:

- Associate's or Bachelor's degree
- Mid-level proficiency in IT related tasks
- Knowledge of government contracts

** The Latinx Program Coordinator is a full time-salaried position with benefits. Position available immediately. To apply, please forward a cover letter and resume to [hiring@bawar.org](mailto: hiring@bawar.org) .