

## Job Description: Culturally Specific Populations Grant Program Coordinator



**Status:** Full-time

**Salary:** \$45,000-55,000, depending on experience

**Location:** Esperanza United's main office is located in Saint Paul, MN. This position may be located anywhere in the U.S. provided the candidate has experience working independently as part of a team and can successfully carry out duties remotely.

**Reports to:** Culturally Specific Populations Grant Program Manager

### Position overview

The Culturally Specific Populations Grant Program Coordinator is integral to the success of a national, multi-year Latin@ culturally specific grant program, which Esperanza United was awarded by the U.S. Department of Health and Human Services, Administration for Children & Families, Family & Youth Services Bureau, Family Violence Prevention and Services Program under the American Rescue Plan of 2021. This position supports multiple Latin@ domestic violence culturally specific, community-based organizations (CSCBOs) across the U.S. who will receive multi-year grants through this program. The Culturally Specific Populations Grant Program Coordinator is mission-driven, community and survivor-centered, highly organized, and skilled in project management. This position will coordinate grantee technical assistance and training requests, partner and consultant meetings, and grant program activities, working closely with the fuller Esperanza United team to ensure grantees receive an array of relevant and ongoing support.

### About us

Esperanza United mobilizes Latinas and Latin@ communities to end gender-based violence. Formerly Casa de Esperanza, Esperanza United was founded in 1982 by a small group of persevering Latinas as an emergency shelter in St. Paul, Minnesota. We continue to ground our work in community strengths and wisdom, as we serve Latin@s locally and nationwide.

### Core responsibilities

- Establishes and maintains relationships with grantees, partners, and consultants.
- Coordinates day-to-day grant program activities, including responding to and/or triaging grantee technical assistance and training requests, partner and consultant activities, and overall grant program support.
- Identifies and/or anticipates issues and proactively contributes to solutions, problem-solving to ensure grant program objectives are being met.

- Builds a substantial knowledge base around Esperanza United's and our partners' technical assistance and training offerings, connecting grantees with relevant expertise and resources.
- Reaches out to grantees to ensure their needs are being met and/or any emerging needs are being responded to.
- Collaborates with relevant staff to collect and report on grant program activities and objectives.
- Regularly and proactively communicates key grant program updates to partners, grantees, and others as appropriate.
- Synthesizes key issues, themes, and learnings across the grant program and presents those to the CEO and leadership team.
- Applies new learnings, approaches, and practices to core position responsibilities and activities.
- Actively participates in team meetings, workgroups, and organization-wide initiatives, for example, anti-racism efforts.
- Contributes to a collaborative, positive organizational culture. Embodies the values and qualities of Esperanza United in external relationships.
- Performs other such duties as assigned within the scope of the position and program description, as well as those reflective of their experience, education, and ability.
- Determine staffing plans to achieve program goals and objectives and participate in hiring decisions for new program staff.

## Qualifications

- Education and experience
  - › Undergraduate degree in a relevant area or an equivalent combination of relevant experience and training.
  - › Two-four years providing technical assistance, training, and project coordination.
  - › Experience volunteering or working in a CSCBO, strongly preferred.
  - › Demonstrated knowledge of gender-based violence within the Latin@ community and the intersections with race, ethnicity, culture, immigration, language justice, among other considerations and lived realities.
- Skills and Abilities
  - › Strong project and time management skills. Keen attention to detail. Highly responsible and accountable.
  - › Effective verbal and written communication skills with ability to tailor communication to various audiences.
  - › Critical thinker, problem-solver/solutions finder from strengths-based perspective.
  - › Ability to navigate complexity deftly and with tact and diplomacy.

- › Highly organized and detail-oriented while still able to possess a “big picture” perspective.
- › Ability to work with tight deadlines.
- › Ability to manage multiple priorities to ensure work is completed in a timely and productive manner.
- › Demonstrated ability to synthesize complex information.
- › Works effectively independently and in teams.
- › Open to new ideas and innovation. Possesses an entrepreneurial spirit.
- › Collaborative and dependable, non-ego driven.
- › Adaptable - comfortable with emergence, complexity, and working with some ambiguity.
- › Sound judgment and decision-making.
- › Proficiency in use of PC computers, Microsoft and Adobe Suites, and donor management software and systems, among others.
- › Ability to relate to people at all levels of an organization and model behavior consistent with the Esperanza United’s vision, mission, and values.
- › Bilingual (Spanish/English) and knowledge of the Latina community and gender-based violence issues preferred.
- › Committed to a learning culture, including race equity/anti-racist practices.
- › Open to new ideas, innovation, and possesses an entrepreneurial spirit.

### **Work environment**

Esperanza United strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis)ability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

### **Travel requirements**

Outside of the context of COVID-19, there may some travel required.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

## To apply

Send your cover letter, resume, and salary expectations to Debra Emery at [demery@esperanzaunited.org](mailto:demery@esperanzaunited.org) with the subject header, “Your Name Application – Culturally Specific Populations Grant Program Coordinator.”

We will consider applications on a rolling basis, with priority for those submitted by March 31, 2022. However, applications will be accepted until the position is filled.