



# Program Manager

*Al Éxito cultivates academic achievement and leadership capacity for Latino students through comprehensive, culturally rooted programs that prepare them to fully participate and thrive in Iowa's communities.*

## **General Description:**

Al Éxito (AÉ) seeks a dedicated, community-focused professional to coordinate program planning, implementation, and evaluation. The Program Manager will oversee facilitators delivering statewide programming that fosters youth development, college readiness, and leadership growth.

## **Competencies:**

- Minimum 2-year post-secondary degree and 2 years of experience in youth programs or management. A combination of experience and education is acceptable.
- Experience in program coordination and following timelines and budgets is preferred.
- Demonstrated experience and knowledge working with Latinx youth programs is preferred.
- Strong interpersonal skills, attention to detail, high organization, independent judgment/discretion, and professionalism.
- Excellent written and verbal skills.
- Bilingual Spanish is preferred.
- Proficiency in Word, Excel, PowerPoint, and Canva.
- Team-oriented: personable, flexible, collaborative, ethical, and integrity-driven.
- Ability to travel to program sites across Iowa.
- Physical demands may include setting up and tearing down an event, lifting 25–50 pounds, moving supplies, chaperoning college visits, and completing tasks needed to support program delivery.
- May work some nights, weekends, and overnights.

## **Responsibilities:**

- Guide after-school program implementation and direction according to AÉ mission, goals, and policies.
- Lead recruitment, onboarding, training, and assistance for site facilitators and program delivery across Iowa.
- Manage systems for contracts, participant information, and confidential data.
- Planning and implementing Al Éxito's youth programs, events, and initiatives.
- Collaborate with the Executive Director on grants, newsletters, and special projects.
- Represent Al Éxito at schools, community meetings, and family events.
- Take on additional organizational duties as assigned.

## **Requirements for All Positions:**

- State of Iowa Child Abuse Background Check and Criminal Background Check
- Commitment to Latino youth and Latino success; belief in collective impact for community betterment.

## **Benefits:**

- Opportunity to make a meaningful difference in the lives of Latino youth and families in Iowa.
- Salary range: \$46,000-\$52,000, commensurate with experience, plus a competitive benefit package.

**To Apply:** Submit an application here: <https://tinyurl.com/PMAE25>, and interested candidates should send a PDF cover letter and resume to [gabby@alexitoiowa.org](mailto:gabby@alexitoiowa.org). Applications will be kept confidential. Interviews will begin immediately.

***Applications will be reviewed on a rolling basis and close on January 22.***

Al Éxito is an Equal Opportunity employer. Personnel are chosen based on ability without regard to race, color, religion, sex, national origin, disability status, marital status, or sexual orientation, gender identity or expression, or any other characteristic protected in accordance with federal and state law.