



Associate Director, Sanford Office
Full-time Bilingual Position Available Immediately

El Vínculo Hispano / The Hispanic Liaison
An Equal Opportunity Employer

El Vínculo Hispano (EVH) is a regional nonprofit organization with principal offices located in Siler City, NC. Our service region is the rural central Piedmont, including Chatham, Lee, Alamance, and Randolph counties. Our mission is to foster intercultural understanding and to empower Hispanics to overcome the challenges they face and make their voices heard in the community. We accomplish this through advocacy, leadership development, youth empowerment, community organizing, direct services, and cultural celebrations.

EVH seeks a talented and highly motivated Associate Director to help establish and lead our new satellite office in Sanford, Lee County, scheduled to open in early 2021. The ability to speak, read, and write **fluently in English and Spanish** is required. This position reports to and works closely with the Executive Director.

Primary responsibilities:

- ❖ Manage the programs and day-to-day operations of the Sanford office (this will include helping to secure and establish an office in Sanford)
- ❖ Supervise Sanford staff and assist in the hiring process
- ❖ Recruit and manage volunteers
- ❖ Lead the implementation and evaluation of programs and services
- ❖ Assist in fundraising efforts for the Lee County office
- ❖ Participate in the development of annual budgets for Lee County office
- ❖ Administer EVH's policies and procedures in compliance with local, state and federal laws.
- ❖ Prepare reports for the Executive Director, funders and board of directors
- ❖ Participate in direct client services and advocacy efforts to advance the rights of the Latinx community and immigrants
- ❖ Develop relationships and partnerships with government officials, nonprofit and governmental organizations, religious institutions, businesses, donors and other EVH stakeholders.
- ❖ Help expand access to services for the Latinx community
- ❖ Represent EVH in relevant coalitions, task forces and/or collaborative efforts
- ❖ Utilize our database and other tools to track program data and results
- ❖ Work closely with the Executive Director achieve EVH's goals in Lee County
- ❖ Participate in other activities and events of the organization as needed

Qualifications:

- ❖ BA/BS degree from an accredited institution or equivalent management work experience
- ❖ Excellent communication skills in Spanish and English (must be able to read, speak, and write)
- ❖ 3+ years of relevant management experience
- ❖ Critical thinker that can drive projects to fruition with creativity and a high standard of excellence
- ❖ Detailed oriented and organized
- ❖ Able to work with persons of varying socio-economic and cultural backgrounds
- ❖ Collaborative team player able to establish and maintain effective working relationships with a diverse group of people within and outside of EVH
- ❖ Able to work independently and manage multiple priorities and deadlines
- ❖ Committed to social justice and equity
- ❖ Able to relate to immigrants' experiences and knowledgeable of Latin American cultures
- ❖ Intermediate to advanced proficiency in MS Office programs and Office 365
- ❖ Willing to work some evenings and weekends

Desired Attributes:

- ❖ Experience working with nonprofits highly desired
- ❖ Excellent written, verbal, and interpersonal skills
- ❖ Resilient and adaptable
- ❖ Knowledge of racial and gender equity principals
- ❖ Strong commitment to EVH's mission
- ❖ Able to motivate and inspire community members, volunteers and allies
- ❖ Experience with grant writing and fundraising a plus
- ❖ Experience in volunteer management a plus

Compensation: Salary range of \$38,500 to \$42,000 annually, commensurate with experience. 15 days' vacation, 11 paid holidays, 12 days' sick leave, and stipends for cell phone and health insurance.

To apply: Email bilingual cover letter and résumé to info@evhnc.org, subject line "Associate Director". Position open until filled. **No phone calls please.**

EVH is an equal opportunity employer. We are committed to diversity and inclusion. Minorities are strongly encouraged to apply. We do not discriminate based on race, color, national or ethnic origin, ancestry, age, religious beliefs, disability, sex, gender identity, or sexual orientation.