

# Program Coordinator Opportunity



The Colorado Latino, Leadership, Advocacy & Research Organization (CLLARO) is seeking two engaging, part-time **Program Coordinators** to support CLLARO's leadership, advocacy and research programs. We are looking for motivated and organized Program Coordinators who are eager to facilitate and organize CLLARO's programs and who are committed to CLLARO's mission: Empowering Latinos through leadership development, advocacy, and research to strengthen Colorado's communities.

## Qualities of a successful Program Coordinator at CLLARO:

- An advocate for the Latino and underserved communities in Colorado.
- Believes in the importance of transparent and honest communication with internal team members and external partners.
- Consistently follows up and follows through.
- Accepts ownership for accomplishing new and different requests.
- Actively seeks educational opportunities and stays informed on local issues that affect the Latino community.
- Demonstrated organizational skills as they relate to process development for non-profit programs and initiatives.

## Responsibilities:

- Directly coordinate one or more of CLLARO's projects and programs.
- Work in coordination with a partner or with a team on various projects from beginning to completion.
- Collaborate with and report to the Program & Operations Manager to improve efficiency of project and program outcomes.
- Assist in the implementation and administration of projects and programs.
- Track progress on deadlines and deliverables in project management software.
- Interact with and support program participants.
- Plan and coordinate meetings and special events.
- Assist in translating all written materials and external digital communications.
- Implement communication plan through design and updating website, newsletters, social media posts, email, etc.
- Coordinate with project and program partners.
- Create and analyze surveys and evaluation tools.
- Organize and facilitate interns and volunteers to complete internal projects.
- Complete other additional duties assigned at the discretion of the Program & Operations Manager.

## Qualifications:

- Bilingual (Spanish & English)
- Bachelor's degree preferred, or equivalent prior experience and 2-4 years of professional experience in nonprofit or a program-related role.
- Excellent verbal and written communication skills and demonstrated proficiency with the Microsoft Office suite.
- Knowledgeable about research and public policy issues that affect the Latino community.
- Experience with WordPress, MailChimp, Bloomerang, and using social media on behalf of a non-profit preferred.

## How to Apply:

To be considered for this position, please send a cover letter and resume to Alexandra Alonso at [alexandra.alonso@cllaro.org](mailto:alexandra.alonso@cllaro.org). In your cover letter please include: where you heard about this position, and what makes you passionate about CLLARO's mission. We review applications on a rolling basis and look forward to reviewing your application as soon as possible.

CLLARO is an equal opportunity employer that values workplace diversity and strives to be an inclusive organization. CLLARO takes affirmative action to ensure that discrimination does not occur against any employee or application based on race, creed, color, ethnicity, national origin, ancestry, religion, gender or gender identity, sexual orientation, age, physical or mental ability, veteran status, military obligations, marital status or any other applicable status protected by federal, state or local law.

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Colorado Latino Leadership, Advocacy & Research Organization (CLLARO),  
4755 Paris St., Suite 300, Denver, CO 80239, (303) 722-5150

