

PROGRAMS AND OUTREACH COORDINATOR

Hispanic Alliance | Alianza Hispana
www.HispanicAllianceSC.com



ABOUT US

The Hispanic Alliance of SC is a 501c3 nonprofit based in Greenville, SC, advancing economic opportunity for the growing Hispanic population. We envision a vibrant and inclusive community where everyone has access to opportunities for success and prosperity, and our mission is to foster collaboration and connectivity among people, resources, and cultures to build a thriving community. We convene the largest collaborative network of individuals and agencies working together to increase access to resources and eliminate systemic barriers in four priority areas: Education, Health, Legal Services and Financial Stability. Our work developing the next generation of leaders has been recognized nationally and globally.

We are a growing team of talented individuals who are passionate about our work and love people and collaboration. We offer a supportive work environment with strong work-life balance and opportunities for professional development—making this an ideal role for early- to mid-career professionals looking to make a meaningful impact.

POSITION DESCRIPTION

The Programs and Network Coordinator will play a vital role in supporting the Hispanic Alliance's growing capacity to meet the urgent needs of Hispanic individuals and families. This position will support leadership in coordinating community programs, navigating bilingual resources, and serving as a bridge between vulnerable families and the systems that support them. The role also supports the broader HA Network programming, including the Student DREAMers Alliance (SDA), with an emphasis on inclusive outreach, civic education, and community partnerships.

This position reports to the Director of Programs & Network Engagement and works closely with all partners in the HA Network to ensure alignment and collaboration across initiatives. This position is based in Greenville, South Carolina.

FUNCTIONS AND RESPONSIBILITIES

HA Programs and Network Support

Support all aspects of Programs and HA Network activities.

- Actively pursue new partnerships and opportunities to grow the HA Network to new regions of South Carolina.
- Assist with logistics and implementation of all HA Network and Community Team programs and meetings and events including but not limited to:

- o Preparation and distribution of meeting reminders, agendas, and minutes.
 - o Coordination of meetings logistics and preparation (printing, reserving rooms, ordering meals, etc.)
 - o Ensuring appropriate follow-up and communications on all open issues.
 - o Updating contacts records.
- Provide logistical and programmatic support for special events and initiatives, including La Fiesta, Hispanic Heritage Month, and cultural arts programming to promote community engagement, artistic expression, and cultural celebration.
- Represent HA in community meetings and activities relevant to the work of the organization.
- Support coordination of logistics and preparation of materials for Student Dreamers Alliance sessions and events including recruitment and outreach.

Resource Navigation & Community Support

- Coordinate all aspects of Requests for Assistance and Crisis Response Network efforts to ensure effective implementation and measurable community impact across multiple initiatives.
- Create and disseminate accurate, culturally relevant bilingual resources
- Provide culturally and linguistically responsive assistance and navigation support for community members seeking access to financial, legal, health, or educational resources.
- Maintain up-to-date knowledge of bilingual resources and referral networks.
- Respond to volunteer and partner inquiries, connecting them to relevant team members.
- Track outreach and service delivery impact using internal systems.
- Educate partners on the evolving needs of the Hispanic community.

ESSENTIAL QUALIFICATIONS/SKILLS

- Bachelor's Degree required
- Superb written and verbal communication skills
- Fluency in both English and Spanish
- Alignment with Hispanic Alliance values
- Ability to work collaboratively with diverse groups and demonstrated commitment to equity and social change work.
- Willingness to work a flexible schedule, including occasional evenings and weekends, as needed for community events or program support
- Flexibility to travel within the state
- Excellent computer and software skills required, specifically, expertise with Microsoft Excel (including creation and maintenance of spreadsheets); Microsoft PowerPoint (including the development of dynamic PowerPoint presentations); Microsoft Word (including practical document layout, formatting, and design); Google Drive file management; and CRM platforms like eTapestry.
- Ability to meet deadlines while balancing multiple projects, including calendar management, travel arrangements, and event planning coordination.

The internal culture of the Hispanic Alliance is fast-paced, nimble, and highly collaborative. Our diverse team brings a wealth of lived experiences, perspectives, and skills to our work and share a passion for social change and equity. The ideal candidate should be a self-driven, adaptive, team-oriented professional who loves to see others succeed and is able to foster trusting relationships and build excitement and support for our work.

Skills that will help this position thrive include:

- Superior attention to detail and ability to manage multiple tasks
- Strong customer service orientation: patience, listening, resourcefulness, responsiveness, and attentiveness
- Polished, culturally competent interpersonal skills
- Comfort with change and ambiguity
- Creative problem-solving skills
- A desire to learn, a sense of humor, flexibility, and resilience
- Ability to work with diverse audiences and passion for community impact and social justice issues

HOURS

This is a full-time, exempt position, which requires flexibility and some travel.

LOCATION

Ideally this position will be based in the Greenville area of South Carolina.

COMPENSATION/BENEFITS

\$45,000 - \$50,000 annually depending on experience + bonus based on achievement of goals. Health benefits available to full-time employees.

TO APPLY

E-mail a resume and cover letter to Jobs@HispanicAllianceSC.com