

PROGRAM COORDINATOR

Hispanic Alliance | Alianza Hispana
www.HispanicAllianceSC.com



ABOUT US

The Hispanic Alliance 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 through our Student Dreamer Alliance (SDA) fellowship 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 are well known for our positive and entrepreneurial organizational culture, and our staff and volunteer network create the best work environment.

PURPOSE OF POSITION

The Program Coordinator will be instrumental in expanding the reach and impact of the Student Dreamer Alliance (SDA) program in Charleston. This role will involve cultivating strong relationships with community partners, mentors, and internship placements, while also providing essential administrative support to the SDA program and the Hispanic Alliance.

Working closely with the Director of Leadership Development Programs and Program Manager, the Program Coordinator will be responsible for ensuring the successful implementation and growth of the SDA program. The ideal candidate is a highly motivated individual with a strong organizational aptitude, excellent communication skills, and a deep commitment to education, equity, and community engagement.

JOB RELATIONSHIPS

External

- Works closely with students and alumni, partner schools, moderators, partner organizations, and volunteers in Charleston, Greenville, and across SC.

Internal

- Reports to the Program Manager, and supports the Leadership Team as needed.

FUNCTIONS AND RESPONSIBILITIES

SDA is a youth leadership accelerator designed to empower and magnify the voices of Dreamers, to increase awareness of education inequity and advocate for changes in state legislation to achieve equal access to public, post-secondary education for all youth. This position will be responsible for working with the Director of Leadership Development Programs and Program Manager to ensuring the successful implementation and growth of the SDA program, including:

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Student Dreamers Alliance (SDA) Management

- Ensure model fidelity and optimal season flow to maximize the fellowship experience.
- Coordinate closely with partner schools to build annual seminar schedules and facilitate participation of school staff in the sessions.
- Manage all aspects of the student recruitment and selection process including outreach, committee engagement, scheduling interviews, and keeping records.
- Prepare all materials for each session (facilitator guides, run-of-show documents, reading guides, guest speaker prep guides, guest speaker bios, handouts) and ensure accessibility for students.
- Responsible for coordinating and executing all logistics for meetings and events for student success.
- Maintain accurate registration data, waivers, student records, and administer student evaluation after each session.
- Follow up with SDA participants on a regular basis to provide individual support as needed, link to resources and opportunities, and encourage participation in opportunities for advancement to ensure their success.
- Procure and manage cost-effective vendors, in-kind resources, and ensure prompt and accurate management of payments for vendors and partners.
- Conduct proactive alumni outreach, maintain updated student records, and facilitate connection to resources to help them succeed in their college journey.
- Assist with outreach to institutions of higher education and developing strong relationships to facilitate student transition to postsecondary education.
- Assist with finding and planning webinars or workshops for SDA students relevant to their needs.
- Coordinate with the Director of Leadership Development Programs and the Program Manager to ensure SDA participant support and mentorship to include, but not limited to:
 - Ensure regular student & mentor check-ins and follow-ups are completed.
 - Build positive relationships with students and mentors.
 - Implement mentor and mentee onboarding processes (i.e. applications, background checks, trainings and selections).
 - Assist to develop and implement strategies to attract and retain high-quality mentors for SDA participants.
- Ensure a knowledge and organization of local resources for SDA participants.
- Assist Program Manager with the SDA scholarship selection process, application cycle and scholarship communications.

SDA Program Development and Expansion

- Work closely with the Director of Leadership Development Programs and Program Manager to continue to expand the SDA program in Charleston.
- Leverage the Hispanic Alliance Education Team model to scale programs to Charleston including lunch and learn programs, webinars, and professional development activities to R.B. Stall students.
- Provide ongoing support and guidance to SDA participants.

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Community Outreach and Networking

- Represent the Hispanic Alliance at networking events and community gatherings in Charleston.
- Build relationships with local businesses, schools, and community organizations.
- Identify potential partnerships and opportunities for program growth.

Administrative Support

- Provide general administrative support as needed, including data entry, report preparation, and event planning.
- Maintain updated SDA records in e-tapestry, as needed.
- Support with updating the SDA website and HA website resources pages as it pertains to scholarship and educational resources.

ESSENTIAL QUALIFICATIONS/SKILLS

- Bachelor's Degree required
- Fluency in both English and Spanish required
- Superb written and verbal communication skills
- Ability to work collaboratively with diverse groups and demonstrated commitment to equity and social change work.
- Alignment with Hispanic Alliance values
- Familiarity and interest in leadership development, community impact, and civic engagement; working with high school and college-aged youth, youth from low to moderate income, youth of color, and first-generation college students
- Ability to travel within the state
- Excellent computer and digital productivity skills required, including proficiency with Google Workspace (Docs, Sheets, Slides, and Drive) for document creation, data management, and presentations. Familiarity with Canva for creating visually engaging materials is preferred. Experience with CRM platforms (e.g., eTapestry) is a plus. Comfort using AI-powered tools (such as ChatGPT or similar platforms) to enhance efficiency, streamline workflows, and support high-quality work output.
- Experience establishing organizational systems to improve efficiency and functioning in a changing environment
- Experience meeting 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 Program Coordinator should be an inclusive, adaptive, and empowering leader 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

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- Comfort with change and ambiguity
- Creative problem-solving skills
- Polished, culturally competent interpersonal skills
- A desire to learn, a sense of humor, flexibility, and resilience
- Ability to work with diverse audiences and proven ability to interface with senior-level executives effectively
- Strong interest in and passion for community impact and social justice issues

HOURS

This is a full-time, exempt position requiring flexibility to support program needs. The role includes monthly travel during the school year to attend one-day seminars in both Charleston and Greenville, SC, as well as occasional additional in-person events and partner school site visits.

LOCATION

This is a remote position based in the Charleston, South Carolina area, with occasional travel to Greenville and local school sites as needed.

COMPENSATION/BENEFITS

\$50,000 - \$56,000 annually depending on experience. Health benefits available to full-time employees.