



Hispanic Unity of Florida Job Description

Job Title: Associate Director
Department: Economic Development
Reports To: Director
Classification: Exempt, Full-Time
Work Location: Hollywood, FL
Dated Released: February 2024

CHANGE LIVES AND MAKE A DIFFERENCE!

At Hispanic Unity of Florida (HUF), we change lives every single day – in small and big ways. If you want to join an exceptional organization that works tirelessly to ensure that everyone is empowered to live their American dream, please continue reading.

It is imperative that all applicants share in the HUF values as it serves as the foundation for how we treat each other, our clients, our funders, and everyone we come in contact with. Those values include but are not limited to: *Integrity, transparency, respect, dignity, accountability, diversity, and cultural awareness, commitment to excellence, collaboration, and teamwork.*

Job Summary:

We are seeking a dynamic and experienced individual to fill the role of Associate Director of The Center for Working Families (CWF) at Hispanic Unity of Florida. This position is responsible for leading and managing comprehensive programs that align with the organization's mission and strategic goals. The ideal candidate will possess strong leadership skills, a strategic mindset, and a passion for community development.

Key Responsibilities:

Program Development, Data Reporting and Management:

- Oversee implementation, operations, coordination, evaluation and compliance of program services for assigned contracts and projects.
- Ensure accurate distribution of program funding in line with budget parameters.
- Develop, implement, and manage workforce education, housing, financial capabilities, and entrepreneurship programs in alignment with organizational mission and strategic goals.
- Manage and develop vocational training programs leading to industry-credible credentials.
- Track and monitor proposed outcomes, ensuring contractual performance measures are met.
- Create systems to ensure contract compliance is achieved.
- Proactively identify underperforming programs and create action plans for review by the Director and Vice President.
- Work closely with the finance team for timely submission of monthly funder invoices.
- Utilize data and metrics to assess program effectiveness and communicate outcomes to stakeholders.

- Prepare and submit all required monthly, quarterly, and annual reports.
- Conduct surveys and report on local employment market conditions every six months

Leadership and Coaching:

- Lead, inspire, and encourage a team of professionals dedicated to workforce education, housing, financial capabilities, and entrepreneurship initiatives.
- Provide guidance, coaching, mentorship, and support to ensure program success.
- Identify, hire, and train qualified program staff.
- Communicate and collaborate closely with staff to report placement data and ensure achievement of program outcomes.

Strategic Planning:

- Collaborate with the executive team to formulate and execute comprehensive strategies for workforce development, financial capabilities, housing initiatives, entrepreneurship support,
- Identify emerging trends and opportunities to enhance program impact and strategic vision for programs long term

Community Engagement:

- Cultivate and maintain strong relationships with local educational institutions, housing agencies, business incubators, and community organizations.
- Develop partnerships with employers, professional organizations, workforce boards, post-secondary institutions, municipalities, etc
- Represent the organization in relevant forums and networks.

Grant Writing and Fundraising:

- Work in collaboration with HUF's Fund Development team to pursue grant opportunities and secure funding specific to workforce education, housing, and entrepreneurship.
- Collaborate with the Grants Manager on proposal development and submission.

Qualifications:

- Bachelor's degree in a related field; Master's degree preferred.
- At least five years of experience in program management, workforce development, workforce education, or related fields.
- Strong leadership and team building/management skills.
- Excellent communication and interpersonal skills.
- Knowledge of grant writing and fundraising strategies.
- Proficient in data analysis and reporting.
- Familiarity with the economic and social landscape of South Florida
- Ability to operate computer systems and software such as Microsoft Word, Excel, Power Point, Outlook, Teams, SharePoint and Internet
- Pass a level 2 background check.
- Ability to travel independently with possession of a valid Florida driver's license and insurance. (Proof Required).

If you are passionate about making a positive impact in the community and possess the skills and qualifications outlined above, we encourage you to apply for this exciting opportunity.

Working Environment:

The work for this position will be done at HUF’s main office but may be done remotely. The office is conditioned for the individual to perform the duties required in a private and confidential setting. The remote office should be held to the same private and confidential standards. The person must be able to travel back and forth from HUF locations and home as needed.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

I have read my job description and understand my responsibilities.

Employees Signature _____ Date: _____

Supervisor’s Signature _____ Date: _____

Title: _____

This job description does not alter your “at-will” status. It is not an employee agreement or contract. Management has the right to alter this job description at any time with or without notice. Employee understands that other tasks or duties may be added or assigned from time to time, at the discretion of the administration.