



College Park MD 20740 (P) 240-564-1256

JOB ANNOUNCEMENT

Program Manager, Spanish/English Proficiency

ecoLatinos is seeking a full-time Program Manager to manage our public and private funded projects that advances our mission: to *“amplify the voice of Latino communities in pursuit of social and environmental justice through outreach, education and advocacy across the Chesapeake Bay Region”*. The Program Manager will be a core staff position, playing a vital role in advancing the organization by developing and executing programs and community-based activities. This role needs a well-organized, self-starter with the ability to lead teams of staff and volunteers to achieve impactful environmental outcomes for the Latino community. The Program Manager reports to the CEO and serves as a key representative of ecoLatinos. Verbal and written communication skills in English and Spanish are Essential.

Responsibilities include:

- **Project Planning** – develop comprehensive project plans outlining goals, objectives, timelines.
- **Budget Management** - Develop and manage project budgets, ensuring financial resources are allocated efficiently.
- **Team Leadership** - Recruit, lead, and manage cross-functional teams, fostering collaboration and ensuring a positive working environment.
- **Stakeholder Engagement** - Cultivate and maintain relationships with diverse stakeholders, including governmental agencies, local Latino communities, and funding partners.
- **Monitoring and Evaluation** - Implement robust monitoring and evaluation mechanisms to assess project effectiveness.
- **Reporting and Documentation** - Prepare comprehensive reports on project progress, outcomes, and lessons learned and ensure accurate and timely documentation of project activities for internal and external purposes.
- **Compliance** - Ensure project compliance with all donor requirements.
- **Represent ecoLatinos** in public forums and workshops maintaining our core values.
- Other duties as assigned.

Qualifications:

- Bachelor's degree in a relevant field such as Environmental Science, Conservation Biology, Project Management, or a related discipline.
- Proven experience as a Project Manager, preferably in the community engagement, conservation, environmental, or climate change sector.



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- **Bilingual Spanish/English proficiency** (must be able to converse comfortably in both languages)
- Strong understanding of budget development, financial analysis, and resource allocation.
- Strong interpersonal and communication skills for effective engagement with stakeholders.
- Ability to manage multiple programs and competing timelines.
- Proficient in project management tools and software including Microsoft Office, Google Suite, and GIS and basic graphic design a plus.
- Ability to work weekends and evenings as needed.
- Access to a vehicle.
- Ability to lift and carry up to 25 lbs. - as needed for event preparation.

Compensations and schedule:

- Full Time Salary: \$50,000 - \$70,000 annual salaried position (commensurate with experience)
- Stipend for individual Health Insurance
- 11 Holidays a year
- 14 vacation days per year
- 2 personal leave
- 40 hrs. per week and flexible schedule to compensate community work.

About ecoLatinos:

EcoLatinos is a young but thriving organization founded in 2018 committed to social and environmental justice and activism. We work to engage, educate, and activate the diverse communities of the Chesapeake Bay and the Mid-Atlantic Region. We support non-profit private and public organizations in the creation of meaningful connections with the grassroots in underserved Latino communities.

We welcome applicants from diverse backgrounds and with a variety of skills, experiences, and ideas. We are an equal opportunity employer. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, national origin, color, or any other protected class.

How to Apply:

Please send resume with a cover letter to: info@ecolatinos.org. Please indicate in the subject line: Program Manager Application. Position opened to start immediately.