Job Opening at CLAS

Program Coordinator (Public Education Specialist III)

The Center for Latin American Studies (CLAS) at the University of California, Berkeley, invites applications for the position of Program Coordinator (Public Education Specialist III). The position is fulltime and scheduled to begin as soon as possible.

Departmental Overview

The Center for Latin American Studies (CLAS) at UC Berkeley is an organized research unit dedicated to promoting research and community awareness about issues affecting Latin America.

The Center works to host public events that bring leading scholars, policymakers and social leaders to the Berkeley community; Support faculty and student research; Bring information about Latin America to a wider audience through our website and publications; Build networks among Latin Americanist scholars, students and practitioners.

Position Overview

The Center for Latin American Studies is currently seeking a Program Coordinator. This is a key position that ensures the smooth functioning of a particularly dynamic campus unit.

The Program Coordinator role involves designing, conducting, promoting, and supporting various public educational programs that inform the campus and general public about research and policy issues important to Latin America. The Coordinator will research and assess educational needs and interests for targeted public segments, and develop programs and materials accordingly. They will manage all aspects of the unit’s public program. This includes planning and execution of lectures, conferences, art exhibits and film series each semester. In addition, the person in the position must track program expenses with working budgets and final expense reports.

The Program Coordinator must have comprehensive and detailed knowledge of and experience in event planning. They must be willing and able to work with a large number of diverse stakeholders. They must be prepared to professionally represent CLAS to the greater public. In addition, they should be familiar with Latin America and should be able to communicate effectively in English and Spanish or Portuguese.

Responsibilities

Program coordination (60%)

- Plans and develops public programs of the Center. Works with the Chair and Vice Chair to plan and carry out conferences, lectures, and cultural events.
- Manages all logistical arrangements for designated campus events, such as film screenings or public talks.
- Is present to host and ensure that all public programs run smoothly.
- As part of CLAS’ designation as a National Resource Center by the U.S. Department of Education, plans outreach programs for local K-14 educational institutions. Works with other outreach coordinators on campus to ensure that outreach programs are topical, responsive, and in line with current trends in public education.
- Actively participates in long-range strategic planning for public programs. Stays attuned to current research and policy issues related to Latin America to tailor the program to address critical issues in the region.
- Develops material from events (video, images, etc.) and publishes on appropriate platforms.
- Collects program reporting data for grant proposals and individual donors.
- Manages program budget.
Community Building and Program Publicity (20%)

- Develops strategy for community building and program publicity. Creatively uses print and social media to share CLAS’ story with our campus, local, and global communities.
- Publicizes events to relevant audiences.
- Manages social media publicity for events.
- As part of CLAS’ designation as a National Resource Center grant by the U.S. Department of Education, publicizes outreach programs to local K-14 educational institutions.
- Represents CLAS on social media with non-event content.
- Tracks student and faculty participation in programs to find new avenues for collaboration with these target audiences.
- Maintains links to on and off campus partners and works with museums, consulates, non-profits, campus departments, and other universities to maximize program participation and outreach goals.

Other responsibilities (20%)

- Manages undergraduate student assistant(s).
- Supports grant reporting tasks.
- Respond to needs of Chair, Vice Chair, and other teammates as they arise.

Qualifications

- Bachelor’s degree in related area and/or equivalent experience/training.
- Thorough and effective verbal, written and interpersonal communication skills and presentation skills in English.
- Thorough knowledge of and skill in planning and delivering programs.
- Strong written and oral communication skills; ability to communicate effectively in English.
- Excellent organizational skills, including skill with juggling multiple competing tasks.
- Knowledge of, or willingness to learn, university financial, travel, entertainment, and student award policies and practices.
- Ability to interact with broad range of individuals, including interpersonal skills to develop professional relationships with faculty and graduate students.
- Skills in using business software systems in the completion of work assignments; i.e. Google Suite, Microsoft Suite.
- This position includes responsibilities that fall outside of traditional work hours (9am-5:30pm).

Preferred Qualifications

- Master’s degree in related area
- Thorough knowledge of campus policies and procedures.
- Fluency in a Latin American language and experience in Latin America

Salary & Benefits

Annual salary range is $50,000-62,000

The position will be full time, with a salary that is commensurate with experience and qualifications. For information on the comprehensive benefits package offered by the University visit: https://hr.berkeley.edu/compensation-benefits/compensation

How to Apply

For questions regarding the position, contact clas@berkeley.edu (no phone calls please). Please submit your cover letter and resume as a single attachment when applying.
Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see: http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf

For the complete University of California nondiscrimination and affirmative action policy see: http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct