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iLevantar! Program Coordinator

iLevantar! is a faith-based nonprofit serving immigrant families through after-school programming, workshops, and large-scale community events.

Mission: iLevantar! uplifts immigrant families in North Fair Oaks and Redwood City—offering education, cultural enrichment, and responsive support through trusted relationships. We are rooted in Christian values and welcome applicants of all backgrounds. All qualified candidates are encouraged to apply.

Job Title: Program Coordinator – Bilingual (Spanish/English)

Location: Redwood City, CA (with some off-site events in San Mateo County)

Job Type: Full-Time **Salary:** \$55,000–\$58,000 per year

Position Summary

The Program Coordinator oversees the daily operations of our **Academic Enrichment Center (AEC)** and manages volunteer recruitment and coordination for ongoing programs, workshops, and five annual large-scale community events.

This is a leadership-level, hands-on role that requires strong organizational skills, bilingual communication, and experience working with youth and families.

Key Responsibilities

Academic Enrichment Center (AEC)

- Oversee daily after-school program operations
- Support student learning and behavior management
- Communicate regularly with Spanish-speaking families
- Track attendance and maintain program documentation

Volunteer Recruitment & Management

- Recruit, onboard, and support volunteers
- Coordinate volunteers for:
 - Weekly AEC programming
 - Monthly workshops
 - Five annual large-scale community events





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- Provide training, scheduling, and ongoing communication

Administrative & Program Support

- Maintain organized records and basic reporting
- Collaborate with leadership on program improvement
- Support the implementation of policies and procedures

Required Qualifications

- Fluent in Spanish and English (verbal and written)
- Ability to translate in both languages
- Experience working with youth or community programs
- Strong organizational and time-management skills
- Ability to manage multiple responsibilities independently

Preferred Qualifications

- Experience in a faith-based nonprofit, church, or charitable youth organization
- Volunteer coordination experience
- Experience in after-school or educational programming
- Experience serving immigrant or multicultural communities

Applicants aren't required to share our faith background, but should be comfortable working in a faith-based organization aligned with our mission. We are not affiliated with any denomination or church, but work with various community groups, including local churches.

Compensation & Benefits

- \$55,000–\$58,000 annually (commensurate with experience)
- Full-time position
- Paid holidays and PTO

Includes a 90-day introductory period. Following a successful review and based on organizational capacity, the employee may be eligible for a merit-based compensation adjustment.

Levantar is an equal opportunity employer committed to building a diverse and inclusive team.

**This description is not meant to be an exhaustive list of all duties and responsibilities. The changing needs of our organization and services to families necessitate flexibility and cooperation. Communication is imperative within all roles, and we value feedback from all team members. Employees in California are considered "at-will" and the employment relationship can be terminated at any time by either party. Advance notice of resignation is appreciated.*

