

**JOB ANNOUNCEMENT**

**Title:**  **Bilingual English/Spanish Program Manager F/T**

**Department:** Connecting Communities Program

**Reports to:** CCP - Program Director

**Effective Date:** January 2025

**Pay Range:** $24 to $27 to start DOE

**Shift:**  Monday through Friday and possibly some weekends

**Position Status:** Hourly, Non-Exempt

**Location:** Beaverton Office

Please submit your cover letter and resume to: [Humanresources@or.easterseals.com](mailto:Humanresources@or.easterseals.com)

**ABOUT ESO**

Mission: To unlock opportunities that empower children and adults with disabilities, veterans, and underserved populations.

Vision: To deliver transformative disability services, workforce development, and housing programs, empowering individuals and families to lead fulfilling lives and enrich communities across Oregon.

Core Values are the ESSENCE of who we are: Excellence, Service, Stewardship, Equity, Nurture, Compassion, and Empowerment

"Your life and mine shall be valued not by what we take... but what we give." - Edgar Allen, Easterseals Founder

Do you like helping others? Do you enjoy the feeling of making a difference using your bilingual skills? As a Program Manager for Connecting Communities at Easterseals Oregon, you will contribute to our mission by helping minorities with disabilities reach their full career potential. Assist individuals with transitioning into the workforce by providing career planning, coaching and support. You play an integral part in helping them discover their talents, abilities, and interests. This position is Monday-Friday with occasional weekends.

**Summary**:

Program Manager possesses the ability to provide strategic direction and cascade that to tactics of day-to-day operations of the Connecting Communities Program. Provide direct supervision for staff. Conduct staff meetings and facilitate training when needed. Meet regularly with the Director of Employment Services and provide written monthly program and quarterly reports. Maintain database and provide quarterly reports to Program Director.

Adhere to all Performance Measures and Grant Compliance Measures mandated by Easter Seals, Inc., Easter Seals Oregon, and Vocational Rehabilitation. Recommend policies, procedures, and alternatives that will result in meeting or exceeding program performance measures. Train, manage, develop, and monitor staff; assess staff’s strengths and weaknesses and assign appropriate development or training to ensure quality services for clients.

Based on case reviews, data analysis, and outcome and process evaluations; recommend modifications to program to enhance effectiveness in serving clients and employers. Develop and maintain.

relationships with employers and other resources in the area to aid in securing and maintaining employment for participants in the Latino programs.

Locate and/or develop training programs for participants in Latino program which will support employment opportunities and retention. Promote the organization and its services to the community. This position carries out the day-to-day relationships with Vocational Rehabilitation Counselors and clients as well as the organization's liaison with various constituents, including both phone and face-to-face interaction with program participants, employers, VR Counselors and organizations. This position will work with the program staff to coordinate participant activities and VR counselor employment plan activities.

This position is responsible for developing partnerships with employers, community businesses and for placing Easter Seals Oregon participants into employment. The Program Manager spends the majority of his/her time in the office, meeting with participants and VR counselors using his/her bilingual abilities. The case manager will be someone who is comfortable making presentations to individuals and groups (English and Spanish) as well as working directly with customers and other professionals.

**Skills & Abilities:**

1. Ability to maintain accurate records and necessary paperwork.
2. Strong time management, follow through and organization skills.
3. Ability to successfully interact and communicate clearly with a wide variety of people including employers, partnering agencies and co-workers (English and Spanish)
4. Must be creative innovative and be a progressive problem solver.
5. Demonstrated ability to work without supervision.
6. Ability to display a non-judgmental attitude and a willingness to learn new skills.
7. Ability to effectively interact with coworkers and clients with diverse ethnic backgrounds, religious views, political affiliations, cultural backgrounds, lifestyles, and sexual orientations and treat everyone with respect and dignity.
8. Demonstrated knowledge of issues related to individuals with multiple barriers to employment.
9. Ability to understand and follow oral and written instructions.
10. Experience with case management.
11. Demonstrated public speaking skills and the ability to develop written promotional materials and business correspondence.

**Working Conditions:**

1. Work with peers, subordinates, and other Program Mangers in a collaborative manner.
2. Work in an environment with frequent interruptions due to phone calls, and staff or participant needs.
3. Must have the ability to prioritize and work under timelines.
4. Some travel within the State is required and varies month to month (5% – 15%) Reliable transportation is essential, and travel is reimbursed at the federal mileage rate.
5. Occasional standing, walking, bending, kneeling, pushing, and pulling.
6. Frequent repetitive motion for hands and arms
7. Daily office work environment may contain dust, heat, cold, noise.

**Minimum qualifications:**

- Bachelor’s degree in business administration, human services, or similar, plus 5 years of experience

- Fluent in Spanish: native Spanish speaker or test at a 6+ fluency level through Alta Language Services

- 2 Years’ professional experience in labor relations, employment services, social work or equivalent

- 2 Years management experience that includes supervision of staff.

- Must embrace the mission, vision, and core values of Easterseals Oregon.

- Have excellent computer skills to accomplish duties

- Must pass a criminal background check

- Availability to work some evenings and some weekends as required

- Must possess a current driver’s license and pass a DMV background check.

- A professional appearance and sensitivity to others

**EQUAL OPPORTUNITY EMPLOYER**

We are a progressive public not-for-profit organization that identifies service delivery gaps in the community, building programs to address community needs, and continually strives towards being best of class in our practices and empowering staff with our leadership.

Our Employees

You will find your peers at Easterseals Oregon (ESO) to be completely dedicated to the participants they serve, driven with a passion to help people succeed. Our employees are solution-oriented with profound integrity and commitment. They are highly skilled, adaptive, and dependable. Our employees are described as approachable, empathetic, and heart-led.

Our Culture

Easterseals Oregon supports participants in their journey to self-sufficiency through a heart-led approach. We value and accommodate differences with compassion and fairness. We collaborate to build trust and benefit for our team, our participants, and the community. We appreciate our employees and provide leave opportunities to support work-life balance.

**Equal Opportunity Statement:** ESO is an equal opportunity employer. In accordance with applicable law, the company prohibits discrimination based on race, color, religion, creed, gender, pregnancy or related medical conditions, age, national origin or ancestry, physical or mental disability, sexual orientation, genetic information, uniformed service or any other consideration protected by federal state and local laws. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee.

**DEI Statement:** At Easterseals Oregon, diversity, equity, and inclusion are an important core value for our employees, board members, the individuals we serve, and our community. Our commitment to these values is resolute and positions us to better serve our stakeholders from every background. We are driven by our commitment to inclusion across disability, age, gender, race, religion, identity, veteran status, sexual orientation, and homelessness. We celebrate diverse points of view and multiple approaches, driving innovation and subtleness, and positioning ourselves to lead the change we want to see in the world. Our Vision is to create and deliver disability services, workforce development, and housing programs that result in 100% included and empowered participants in their communities.

**EXPECTATION FOR ALL EMPLOYEES**

Easter Seals Oregon employees are expected to support the mission, vision and values.