



Creciendo Juntos

Creciendo Juntos (CJ) has an immediate opening for a part-time Program Coordinator to assist with program management and fundraising. CJ exists to provide education, advocacy, and direct services for Charlottesville's Latino population.

Responsibilities include:

- Communications, compiling monthly e-newsletters
- Managing and updating the CJ website
- Coordinate quarterly educational workshops
- Data management and other administrative tasks
- Grant writing and fundraising

Specific skills and qualifications:

- Our ideal candidate is extremely self-motivated, organized, and has excellent written and oral communications skills.
- Experience working with the Latino community and passion for working in a diverse environment, especially as an advocate for the Latino community.
- Bilingual English/Spanish preferred, strong written English required.
- Flexible schedule, approx. 15-20 hrs/week with some work from home possible.
- Bachelor's degree preferred.

Application deadline April 1, 2017. Email resume and cover letter to: coordinator@cj-network.org and visit us at <http://cj-network.org/> to learn more.