



HLMS Specialist

Position Information

Company	Crosby Scholars Community Partnership www.crosbyscholars.org
Working Title	HLMS Specialist (Hispanic/Latino Male Success Specialist)
Job Category	Administrative/Professional
Position Type	Staff & Administrative
Cycle of Appointment	12 months; grant funded
Hours Worked Per Week	Part-Time (25 hours a week)
Work Schedule and Hours	Monday-Friday, some evenings and weekends required
Salary Range	Non-Exempt - Commensurate experience and qualifications.
Job Summary	The HLMS specialist will support and report to Hispanic/Latino Outreach Coordinator. The HLMS specialist will work with the Hispanic Outreach Coordinator to build partnerships with organizations in our community that target and support the educational success of Hispanic/Latino males. The HLMS specialist will help implement, strategies, develop and sustain a research-informed, culturally relevant mentoring program that advances the success of Hispanic/Latino males across the educational pipeline in grades 6 to 12. The focus of HLMS specialist is to increase awareness of the Crosby Scholars Program for students 6 – 12 and within the community. Retaining enrolled students and assisting students with program completion is a vital component in determining the success of the program. The HLMS specialist will support the Hispanic/Latino Outreach Coordinator at Crosby Scholar programs and other Crosby Scholar events. All programming will be done in conjunction with Crosby Scholars program coordinators and school liaisons to meet the needs of parents and students.
Required	Bachelor's Degree in human services, counseling, social sciences or equivalent education
Qualifications	Required and demonstrated experience and understanding of student populations in high need schools. Excellent interpersonal, written, and oral communication skills. Demonstrate ability to help students set and achieve goals that will allow the student to successfully graduate from high school and enroll in college.

	<p>Must have strong verbal communication skills and must be comfortable speaking to small and large groups.</p> <p>Comfortable/competent working autonomously and self-directed as well as working in teams.</p> <p>Must have the ability to foster cooperative relationships in the schools and community.</p> <p>Computer skills appropriate to today's work environment.</p>
<p>Preferred Qualifications</p>	<p>Proven experience working with ethnically diverse student populations.</p> <p>Excellent networking skills. Experience in helping students prepare for college. Bilingual skills (Spanish/English) to communicate with students' and/or parents</p> <p>Experience mentoring others</p>
<p>Desired Knowledge, Skills and Abilities</p>	<p>Ability to establish and maintain effective working relationship with others</p> <p>Ability to respond quickly and effectively to uncertainty and constant changes</p> <p>Ability to consistently be at work and on time, respond to management direction and solicit feedback to improve performance</p> <p>Ability to embrace and promote a diverse environment</p> <p>Ability to connect with middle school and high school students from different socioeconomic backgrounds.</p> <p>Ability to use creative platforms for promotional use (i.e. canva, Instagram)</p>
<p>Working Conditions</p>	<p>Majority of work is spent supporting the Hispanic Outreach Coordinator with campus activities, doing student follow-up, and providing retention services to currently enrolled students. Must be able to do light lifting and have a valid NC driver's license. A background check and drug screening will be required.</p>