

Job Description | Programs Manager

About Unidos Nueva Alianza Foundation

Unidos Nueva Alianza Foundation (UNA) is a community-based nonprofit serving immigrant and marginalized families across Central and North-Central Washington. Founded to advance equity, dignity, and opportunity, UNA connects communities with critical resources in health, immigration, food security, digital access, and economic empowerment. Through culturally rooted programs and grassroots leadership, UNA works to break barriers, promote justice, and ensure every family—regardless of income, status, or geography—has the chance to thrive.

Programs Manager Description

The Programs Manager oversees the day-to-day operations, coordination, and quality of UNA's programs and projects. This role bridges strategy and implementation, ensuring each program (Unidos in Health, Unidos in Community, Unidos in Justice, and Unidos in Growth) meets its goals, complies with funder requirements, and delivers meaningful impact to the communities UNA serves.

Position Details

- Title: Programs Manager
- Reports to: Programs Director
- Supervises: Community & Engagement Coordinators
- Status: Full-time, Exempt
- Schedule: Monday–Friday, occasional evenings or weekends as needed
- Location: Requires weekly in-person presence in Ephrata WA
- Compensation: \$55,000- \$65,000 DOE

Duties and Responsibilities

Program Management & Delivery

- Lead the day-to-day operations of assigned programs, ensuring timely and effective delivery.
- Develop annual work plans, budgets, and program timelines.
- Track outcomes and performance indicators, preparing reports for funders and leadership.
- Maintain compliance with grant or contract requirements.
- Represent UNA in coalitions, task forces, and community planning spaces.

Staff & Volunteer Supervision

- Supervise and support Community & Engagement Coordinators, Assistants, and/or volunteers.
- Provide coaching, training, and performance feedback to ensure professional growth.
- Foster a collaborative, inclusive, and mission-driven team culture.

Monitoring & Evaluation

- Collect and analyze data to assess program effectiveness.
- Recommend improvements based on feedback, metrics, and best practices.
- Contribute to grant proposals and impact reports by providing program data.

Minimum Requirements

- Demonstrated experience coordinating or managing community programs and partnerships.
- Formal education is valued, but lived experience and leadership within our mission area are equally important.
- Experience in nonprofit program implementation, reporting, or community engagement.
- Strong organizational, problem-solving, and communication skills.
- Experience supervising or mentoring staff, volunteers, or interns preferred.
- Bilingual (English/Spanish) proficiency strongly preferred.
- Ability to manage multiple priorities, work independently, and collaborate across teams.
- Willingness to occasionally work evenings or weekends for community programs and events.
- This position may occasionally require the ability to lift and carry up to 25–50 lbs.

Preferred Qualifications

- Bachelor's degree in public health, social work, nonprofit management, or a related field or equivalent lived experience demonstrating deep understanding of immigrant and community health needs.
- Proven success in building partnerships with local health providers, community organizations, and cultural groups.
- Experience with community outreach, advocacy, or education on health access, wellness, or social support services.
- Familiarity with data collection, reporting, and evaluation tools that measure community health outcomes and program impact.
- Demonstrated commitment to equity, inclusion, and culturally responsive program design.
- Experience managing program budgets or supporting grant writing and reporting preferred.
- Bilingual or multilingual proficiency (English/Spanish strongly preferred; other languages common in immigrant communities a plus).

Salary and Benefits

- \$55,000 - \$65,000 DOE
- Paid vacation and sick leave (two weeks of paid vacation after one full year of employment)
- Paid federal holidays
- Flexible schedule and hybrid work model
- Professional development opportunities

Application Instructions

To apply, please send your résumé and a brief cover letter to unaf@unidosnuevaalianza.org with the subject line “*Programs Manager.*” Applications will be reviewed on a rolling basis until the position is filled.

Unidos Nueva Alianza Foundation is an equal opportunity employer. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, veteran status, disability status, or any other protected characteristic. We are committed to creating an environment of equity, inclusion, and belonging for all.