



# ACLS Leading Edge Fellowship 2025

<b>Position Title</b>	Assistant Director for Programming
<b>Organization</b>	Hispanic Scholars Program
<b>Location</b>	Remote (based in the US)
<b>Stipend</b>	\$70,000 in the first year, \$72,000 in the second year
<b>Benefits</b>	Access to employer health insurance. Professional development funds provided by ACLS.
<b>Start Date</b>	September 2025

## ORGANIZATION DESCRIPTION

Founded in 1989, [The Hispanic Scholars Program](#) (HSP) is a nonprofit organization that supports the growth and development of Latinx undergraduate and graduate students in theological and religious studies through four programmatic areas:

- Education -by overseeing accredited courses taught by Latinx faculty, on Latinx studies and religion, in Latinx majority classrooms;
- Scholarship -by editing published materials on Latinidad in relation to higher education;
- Mentorship -by accompanying students in exploring their next steps after graduation;
- Professional Development -by training Latinx leaders in pedagogy and fundraising and non-Latinx leaders in anti-racism and Latinx epistemologies.

Through our programming, the HSP seeks to heal the divisions in the Latinx community fueled by theological differences by cultivating spaces that are ecumenical and interreligious. As a Latinx program, the HSP seeks to build bridges between Latinx and non-Latinx communities by enhancing the appreciation that non-Latinx scholars, clergy, and administrators have of Latinx contributions to the nation's past, present, and future. Core to our mission is mentoring Latinx leaders—especially Latinas, queer folk, and other minoritized members of the community—and preparing them for justice work in religious, educational, and other social institutions.

## POSITION DESCRIPTION

HSP seeks an Assistant Director for Programming who will 1) oversee seven programs within our Education, Scholarship, Mentorship, and Professional Development portfolios, including travel to program sites; 2) research potential funding opportunities to expand assigned programs; and 3) engage professional development opportunities related to non-profit administration. The Assistant Director will report to the Associate Director, Jorge Rodríguez, Ph.D., and join the Core Staff comprised of full-time employees, including the Executive Director, Associate Director, and Administrator.

At the Hispanic Scholars Program, we lean into our social justice commitments by ensuring mentorship—which, distinct from supervision, helps individuals explore how community, skills, and aspirations prepare them for further professional opportunities—is centered in the workplace. As a result, the programs overseen by the Assistant Director will be assigned at the time of onboarding following their professional goals. Educational programs like the J-Term and Latinx Doctoral Accompaniment Seminar cultivate skills in accreditation, instructional design, and faculty training. Scholarship programs like our *Theological Education ¡Latinamente!* series with Fortress Press cultivate skills in publishing. Mentorship programs like our Latinx Discernment Workshop cultivate skills in student development and alumni relations. Professional Development programs like El Semillero Workshop on Finance, Fundraising, and Development cultivate skills in fundraising and facilitation.

Sixty percent of the Assistant Director's time will be spent planning, promoting, executing, and evaluating assigned programs. While the HSP is a remote organization, programs occur in person at

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centers of Latinx community, including the Pilsen neighborhood of Chicago, North Philadelphia, and San Antonio. The Assistant Director will travel five to seven times a year for an average of four days per trip, in addition to the two-week Summer Session each June. Ideal candidates will use skills in the humanities or social sciences to contextualize and assess programs within a larger political landscape and conduct research to communicate to participants why program sites are significant to Latinx history.

Forty percent of the Assistant Director's time will be spent in Grant Research, Professional Development, and Mentorship. Using advanced research and writing skills, they will identify and send letters of inquiry to at least two external granting agencies annually whose funding might expand programs in the Assistant Director's portfolio. The Assistant Director will translate their scholarly skills to non-profit administration through internal and external professional development opportunities. Finally, alongside the Associate Director, they will mentor the Auxiliary Staff— sharing their experience in the Ph.D. with undergraduate and graduate student workers interested in further humanistic graduate education. The fellowship tenure is 24 consecutive months, with an expected time commitment of approximately 37.5 hours per week.

#### **Responsibilities and tasks:**

- **Project Management:** Oversee the planning, execution, and evaluation of seven programs within the HSP's Education, Scholarship, Mentorship, and Professional Development portfolios.
- **Mentorship:** Help mentor undergraduate and graduate student workers.
- **Research:** Explore two external funding opportunities annually to expand managed programs.
- **Professional Development:** Pursue external learning opportunities in non-profit administration.
- **Collaboration:** Meet and collaborate regularly with the entire HSP Staff.

#### **Qualifications:**

- PhD in any field of the humanities or interpretive social sciences. Read more about eligible fields [here](#).
- A collaborative spirit, willingness to work on a team, and skills in student mentorship.
- Lived, professional, or research experience related to communities of color, generally, and Latinx communities, specifically, including their history, culture, and struggles for justice.
- Demonstrated written, oral, and digital communication skills with the ability to write for multiple audiences (e.g., faculty, administrators, students, foundation leaders, and prospective donors).
- Strong organization, leadership, delegation skills, and ability to complete work independently.
- General religious literacy—especially among Christian and African Diasporic traditions and the rising population of “Religious Nones”—and a commitment to interreligious engagement.

#### *Preferred:*

- Competency in at least one other language spoken in Latin America, including but not limited to Spanish, French, Portuguese, Haitian Creole, or Garifuna.

#### **APPLICATIONS**

- Information on the Leading Edge Fellowship Program: <https://www.acls.org/Competitions-and-Deadlines/Leading-Edge-Fellowships>
- All applications must be submitted through the ACLS Online Fellowship Application System ([ofa.acls.org](https://ofa.acls.org))
- Application deadline: 9 PM EDT, March 12, 2025.

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