



309 Hickory Street, Suite 5 // Fort Collins, CO 80524 // 970-221-1615 // www.TheFamilyCenterFC.org

Position Description – Programs Manager

Description:

The Programs Manager is responsible for overseeing two programs at TFC/LF: Mi Voz and Family Supportive Services. Job duties will include providing local level advocacy (at the city and county levels) that will increase awareness of and access to culturally and linguistically relevant resources for Latino immigrants that increase wellness, recovery, resilience, and empowerment. The qualified candidate will achieve program objectives by working alongside program staff, setting long-term goals, monitoring progress through data, and the implementation of advocacy, outreach, and education work plans, engaging a broad range of stakeholders including service providers, representatives of communities that are unserved and underserved, and policy makers.

Reports To: Partnerships and Grants Director

Classification: Full Time, Non-Exempt, Hourly (Starting \$21-23/hour)

ESSENTIAL JOB RESPONSIBILITIES:

Programs Management

- Develops all implementation plans and ensures activities align grant requirements
- Establishes deliverables and timelines for direct reports and oversees the team's day to day activities to ensure that deliverables are met; reviews day-to-day activities to ensure adherence to deadlines and grant expectations
- Represents The Family Center/La Familia at meetings or trainings, as requested by the Director
- Identifies potential advocacy and policy opportunities to support the Latinx community
- Prepares written materials related to advocacy and policy opportunities
- Meets with and develops relationship with policy makers to share information, plans of the project and discuss areas of collaboration and highlight community-based activities
- Meets with other community partners, services agencies, and City/County staff to discuss areas of collaboration
- Managing family services programming, including financial, contracts and other program-related activities
- Working with executive director and partnerships director to ensure community voice is included in all organizational strategy and decision-making.
- Attend community meetings, present information, and support TFC/LF staff to develop content

Grant Management

- Work with the Family Resource Center Association and monitor the implementation of the Standards of quality for Family Strengthening & Support.
- Regularly reviews implementation efforts against the project timeline and recommends improvements or course corrections as needed in order to meet program goals
- Ensures grant expectations are communicated to all staff working with the program
- Responsible for grant tracking and timely and accurate completion of grant reports



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Data Collection and Documentation

- Ensures the project maintains accurate, up-to-date records and files on all outreach and education activities conducted, including any documentation applicable to the requirements for eligibility and compliance with the activities
- Manage program data collection and reporting

Supervision and Leadership

- Meets weekly with team on a regular basis to build engagement, provide information, resources, clarity on deliverables and programmatic status
- Reviews and maintains accurate time sheets for the Promotoras working on the project
- Maintains consistent and constant communication with the Director regarding all program activities, components, and organizes and leads regular meetings with program team
- Ensures each new program staff member has the training and development opportunities needed to fulfill their role within the project

QUALIFICATIONS AND SKILLS:

General Qualifications and Skills:

- Considerable knowledge and commitment to the mission, vision, and values of The Family Center/La Familia
- Understanding of racism, oppression, liberation, and commitment to ongoing learning about their dynamics in working with families, particularly families of color
- Passion for social justice, leadership development, education, and advocacy
- Ability to problem solve, to work collaboratively, and to prioritize
- Ability to manage multiple tasks and to develop solutions to problems with limited supervision
- Ability to establish and maintain effective working relationships with various internal and external stakeholders
- Strong organizational skills, documentation management, and attention to detail
- Ability to oversee implementation of grant activities, develop program timelines, and manage program budgets
- Ability to facilitate meetings

Education/Experience:

- Bachelor's Degree in Human Development and Family Studies, Social Work, Public Health or similar. Or 3-5 years relevant experience managing programs
- 1-2 years supervising staff
- 1-2 years managing or coordinating programs

Language and Communication Ability:

- Exceptional communication skills, both verbally and written
- Ability to effectively present information and respond to questions
- Transparent, open, and positive communication
- Positive relationships and collaboration with the Latinx community. Trusted and respected by the community
- Fluent in English and Spanish (speaking, reading, and writing).



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Financial and Math Ability:

- Ability to record and calculate outreach efforts and program attendance
- Ability to review, understand, and follow basic equations and tables for program eligibility
- Ability to create, modify, and follow program and grant budgets

Computer Skills:

- To perform this job successfully, an individual should have strong knowledge of Word Processing software; Spreadsheet software; Internet software; and Database software including but not limited to; Word, Excel, Outlook, PowerPoint, Mail Merges, and database management

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, and hear.

Assist with other assigned duties and tasks as deemed necessary and relevant to the position.

February 2021

To apply please submit a cover letter and resume outlining your experience and interest to employment@thefamilycenterfc.org. Application materials will be accepted until the position is filled.