



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

Position Description – Project Coordinator

Description:

The Project Coordinator is responsible for ensuring Promotora outreach, navigation, educational and enrollment activities meet projected goals and reporting in a timely manner through the development of timelines, schedules, and development of project goals. In addition, the Project Coordinator facilitates meetings, provides community development assistance, advocates for community members, assists families directly with information and referral services, and facilitates awareness of Latinx needs and trends within the larger community.

Reports To: Program Manager

Classification: Full Time, Non-Exempt, Hourly (Starting \$19-20/hr)

ESSENTIAL JOB RESPONSIBILITIES:

Community Outreach, Education, and Partnerships

- Identify potential sites and groups to conduct outreach and education activities and establish appointments with contacts at the sites/groups to carry out outreach and educational workshops
- Maintain communication with the participants in order to provide reminders and encourage participation.
- Maintain professional relationships with families, funders, and other community partnerships
- Conducts listening sessions to gather personal narratives related to relevant topics
- Community education around health, available resources, and advocacy opportunities
- Support the community in understanding key issues and to advocate for themselves, their families and their communities.
- Work in collaboration with community members to understand needs, gaps, and community issues.
- Plan, organize and conduct outreach, education and advocacy activities
- Work in collaboration with agencies and members of the community to bring community voice to inform and influence decisions that impact their lives.
- Organize and support community meetings, attend other community meetings as assigned and appropriate
- Refer community members who need assistance accessing complex systems
- Prepare the necessary materials for each class including but not limited to: printed materials, attendance lists, evaluations
- Maintain consistent and constant communication with the Program Manager regarding all program components including attending meetings with the program team
- Coordinates all outreach, navigation, educational and enrollment activities in Spanish and English
- Ensure connection and referrals to TFC/LF programming

Data Collection and Documentation

- Collect data (attendance lists, evaluations) to document the delivery of the classes
- Maintain accurate, up-to-date records and files on all outreach and education conducted, including any documentation regarding the requirements for eligibility and compliance with services
- Recording and tracking program expenditures within the approved budget



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Collaboration and Leadership

- Works closely with Promotoras to coordinate daily and weekly activities for outreach
- Collaborate with Promotoras, FSS, and Program Manager to hear and address community issues
- Maintain consistent and constant communication with the Program Manager regarding all pertinent activities

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
- Identify the skills and leadership of the community to create positive change in their own community (work "with" not "for").
- 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

Education/Experience:

- 2-3 years working with Latinx community members or 1-2 program coordination
- Knowledge of available resources
- Understanding of issues facing the Latinx community

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
- Ability to communicate clearly about issues that impact the Latinx community (health topics, resident rights, housing, economic opportunity, barriers to equity...)
- Fluent in English and Spanish (speaking, reading, and writing).

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

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



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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.