



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

Position Description – Programs Manager Full Time, Non-Exempt, Hourly

About The Family Center/La Familia

Since 1995, TFC/LF has served as Larimer County's only early childhood and family resource centers. Now one of 32 family resource centers in the state, TFC/LF provides high quality early childhood education (ECE) to more than 75 children whose parents work and attend school, extensive crisis and family strengthening services as well as leadership and policy opportunities to more than 400 families annually. With more than 50% of the staff at TFC/LF being bilingual, TFC/LF is a trusted and safe place for Latinx families and is looked to by the Fort Collins and surrounding community as a leader in racial equity work.

The Family Center/La Familia is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, sexual orientation, gender identity, ancestry, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law.

Mission, Vision, and Values

Working alongside diverse families we provide high quality childcare and supportive services, with an emphasis on cultural attunement with the Latinx community. This work is done with an explicit vision of creating a community in which all families are safe, supported, and thriving. Our six core values are; **Trust** - Inspiring confidence and mutual respect creates a foundation for reliable support and good stewardship. **Compassion** - Every person has inherent dignity and is worthy of respect and empathy. **Diversity** – Non dominant cultures, identities, perspectives, and experiences are celebrated, embraced, and inform direction. **Equity** - The structural, cultural, and relational inequities experienced by oppressed groups must be courageously recognized and dismantled. **Inclusion** - All people feel welcome, valued, and empowered to contribute to, and participate in, community. **Love** - Loving, healthy relationships are critical for children in the first five years of life and benefit the child, the family, and the entire community.

Position Description

The Programs Manager (PM) will work with the programs' team by guiding, training, motivating, and coaching staff involved in program delivery. Will monitor project progress for the different programs offered at TFC/LF through grants and contracts. The PM applies problem solving skills, ensures the optimal administration of each program's budget and identifies points for improvement through evaluation.

Supervisor: Executive Director

Classification: Full Time, Non-Exempt, Hourly

Starting Wage: \$23.75 - \$24.75 per hour

Full Wage Range: \$23.75 - \$29.75 per hour



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ESSENTIAL JOB RESPONSIBILITIES:

Project and Program Support

- Anticipates, plans, and executes on program goals, objectives, outcomes, measurements, and reporting.
- Supervises contractors and/or staff as needed to deliver on program goals and objectives.
- Works collaboratively with staff and evaluators to facilitate program evaluation, improve data collection projects, and/or data promotion opportunities.
- Coordinate across departments to ensure necessary tasks are completed and according to timelines
- Schedule and actively participate in internal and external calls to provide status updates on the implementation and discuss upcoming tasks

Grant and Budget Management

- Monitor grant expenses to make sure they are allowable and follow fiscal guidelines
- Responsible for ensuring all grant expenses have been provided to the Operations Director in a timely manner for invoicing
- Work with the Operations Director to review and approve monthly or quarterly grant invoicing prior to submission to the funder
- Prepare, and submit after approval, monthly, quarterly, mid-year, or year-end reports per grant requirements
- Development and preparation of monthly grant deliverables and financial reports for the distribution to Program Managers and Directors, including budget to actuals amounts to make ensure funds are spent in a timely manner
- Create and maintain tracking forms applicable to each individual grant

Data Collection and Documentation

- The Project Manager maintains the Apricot database, tracks quality outcomes, and assists with program compliance
- Runs data reports and compile additional data for reporting and to analyze for trends and patterns, complete timely data entry for all program components
- Develops processes and procedures to ensure consistency in data collection across programs.

Supervision

- Coach and supervise program staff, contractors, or volunteers to provide high quality services to families, and meet program goals and objectives.
- Assists in developing and managing staff training plans to build on leadership skills
- Conduct annual performance evaluations for program staff with the assistance of the Executive Director

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



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QUALIFICATIONS AND SKILLS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Also must pass a state and federal background check.

General Skills

- Knowledge and commitment to the mission, vision, and values of The Family Center/La Familia and demonstrates behaviors that are consistent with our values
- 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
- 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 a diverse team of staff, as well as various internal and external stakeholders
- Be flexible and open to change and unexpected circumstances as they arise

Experience

- Knowledge and understanding of needs among the Spanish-speaking and Latinx community, particularly among families with children 0-5
- 2-3 years working with Latinx community members
- 1-2 years of staff supervision
- 1-2 years of project and/or program coordination
- Knowledge of available resources
- Understanding of issues facing the Latinx community

Education

- High School Diploma or GED
- Project Management Certificate or demonstrated skills in project management
- Degree in Human Development and Family Studies, Social Work, or similar field, preferred

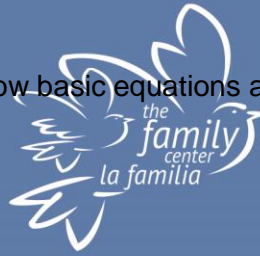
Language Ability

- Ability to read, analyze, and interpret business documents, and technical procedures
- Ability to write reports, business correspondence, and procedure manuals
- 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...)
- Written and spoken bilingual fluency in English/Spanish, native Spanish speaker preferred

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



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Computer Skills

- To perform this job successfully, an individual should have strong knowledge of Word Processing software; Spreadsheet software; Internet 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.

EMPLOYEE BENEFITS:

- Paid sick time to begin accrual immediately upon hire
- Paid vacation time to begin accrual the start of the payroll period after 60 days full time employment
- Health insurance, partially employer covered, beginning the first of the month following 60 days full time employment
- Vision, and dental insurance, at the employee's expense, beginning the first of the month following 60 days full time employment
- Paid holidays, including the week between Christmas and New Year's
- Supplemental and disability insurance available
- Retirement plan contributions available

June 2022

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