



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

Position Description – Mi Voz Project Specialist 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 center. 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 seen 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 create 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

Mi Voz is a Leadership Development and community engagement program dedicated to making positive changes in mobile home parks and the North College corridor by utilizing community strengths to create community solutions. The Mi Voz Program Specialist is responsible for conducting outreach, coordinating training, education, community events and leadership development among mobile home park residents working on issues that affect their health and wellbeing.

Reports To: Mi Voz Program Manager

Classification: Full Time, Non-Exempt, Hourly

Starting wage \$19-20 per hour, depending on experience



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ESSENTIAL JOB RESPONSIBILITIES:

Community Outreach, Education, and Partnerships

- Plan, organize and conduct outreach, education, and advocacy activities in conjunction with Mi Voz leadership group to meet short and long term strategic goals
- Support the community in understanding key issues and to advocate for themselves, their families, and their communities.
- Identify upcoming advocacy and engagement opportunities.
- Work in collaboration with community members to understand personal narratives, needs, gaps, and community issues.
- Organize and support community meetings, attend and facilitate presentations related to current events impacting the community.
- Arrange the activities related to classes and educational opportunities including but not limited to scheduling, registration, printed materials, attendance lists, evaluations and outcomes tracking.
- Maintain consistent and constant communication with the Program Manager and comply with organizational policies and procedures.
- Coordinates and supports activities in Spanish and English
- Actively participate in organizational planning with TFC/LF leadership team

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

Collaboration and Leadership

- Maintain professional relationships with families, funders, TFC/LF team, and other community partners
- Maintain consistent and constant communication with the Program Manager and Promotoras regarding all pertinent activities

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



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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
- Empathy and sensitivity to the needs and concerns of marginalized or underserved populations.
- Understanding of issues of equity and exclusion in housing, as well as a demonstrated commitment to social justice and equal opportunity.
- Ability to work inclusively and collaboratively with people from diverse ethnic, cultural, socioeconomic, and gender backgrounds.
- Actively address bias and discrimination within the community and institutions.
- 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
- Previous experience in community work, preferably in projects related to equity and inclusion in housing.
- Data skills to assess community housing needs
- Familiarity with housing-related government programs and resources at the local, state, and federal levels.
- Basic understanding and desire to learning current policies and their impact on vulnerable communities

Language and Communication Ability:

- Exceptional communication skills, both verbally and written
- Fluent in English and Spanish (speaking, reading, and writing)
- 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)

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; 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.

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

February 2024

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