



Hispanic Outreach of Goodhue County

Servicios a los Hispanos

Youth & Family Program Manager Assistant

GENERAL INFORMATION:

Hiring organization: Hispanic Outreach of Goodhue County (HOGC)

Web Site Address: <https://hispanicoutreach.org/>

Immediate Manager: Youth & Family Program Manager

Hourly Position: \$18

Part-Time: 20 hours per week (typically work from 1 -6 pm Monday – Thursday during the school year, with some variation. This is a grant-funded position.

Location: Red Wing, Minnesota

POSITION OVERVIEW:

Under the general direction and supervision of the Youth & Family Program Manager, this role is responsible for supporting the operations of the Youth & Family Program.

The candidates' job responsibilities will include but are not limited to:

- Assist in organizing and coordinating all activities/events stated in the Youth & Family Program curriculum
- Assist in administrating HOGC mobile phone to communicate with staff, parents, school, volunteers, & key partners; as well as photography & video of programs
- Assist in maintaining all students records: enrollment; participation records; & academic progress
- Promotes the Y&F program through social media & direct marketing
- Utilizes database to keep track of program impact and progress to targets
- Transports students to and from programming locations
- Facilitates purchase of snacks, beverages, and other program materials as needed
- Engages students to have positive and productive participation in the Y&F program
- Engages parents to improve their involvement in their children's education
- Creates effective partnership with the school district, local and county agencies, community supporters, etc. for Hispanic student success
- Communicates effectively with students, volunteers, school personnel, parents, and coworkers

Required Knowledge and Skills:

- **Bilingual: written and verbal fluency in English and Spanish is a must!**
- Excellent communication skills, both verbal and written
- Excellent critical thinking skills

- Highly organized with the ability to manage multiple tasks with attention to detail and timeliness
- Self-motivated and able to take initiative with minimal supervision
- Passion for and deep understanding of the Hispanic community
- Must have a valid driver's license

Preferred, but not required, Knowledge and Skills:

- Experience in youth and community educational programming
- Educational background: Associates Degree or Certification in Youth Programs or Services
- Experience with program evaluation planning, implementation, and analysis
- Computer skills, including Microsoft Word, Excel, and Powerpoint

To Apply:

Please submit your cover letter and resume to Lucy Richardson at lucy@hispanicoutreach.org. If you have any questions about the position feel free to call at (715) 495-0193.