# Youth & Family Program Coordinator

**GENERAL INFORMATION:**

Hiring Organization: Hispanic Outreach of Goodhue County (HOGC)

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

Immediate Manager: Executive Director

Hourly Position: $18 - $20 based on skills and experience

Benefits: Retirement plan, Health Reimbursement Arrangement (HRA), PTO, plus 11 paid holidays & short-term disability

 Full-Time: 40 hours per week

Location: Red Wing, Minnesota

**POSITION OVERVIEW:**

Under the supervision of the Youth & Family Program Manager, this role is responsible for supporting the operations of the Youth & Family Program, including parent engagement.

* 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
* 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
* Develop and coordinate a parent advisory committee
* Identify, recruit, and support the development of parent leadership through individual coaching and group training
* Attend and organize parent activities, events, etc.
* Attend training on storytelling, data usage, leadership development, and relationship building, among others
* Engages parents to improve their involvement in their children’s education

**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 the 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 working with youth and parents that are underserved
* Leadership, coaching, community organizing, or group facilitation experience
* 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.