



**Job Title:** Latino Family Resource Center Coordinator

**Job Description:** Bilingual, community-oriented program coordinator needed to direct the Latino Family Resource Center at Vera Court Neighborhood Center for Madison's Northside residents. The Coordinator will provide translation, work one-on-one with community members to access social services, organize workshops on topics identified by the Latino community, and lead cultural events.

**Responsibilities:**

- Gather information on bilingual resources available in Dane County.
- Provide bi-lingual assistance to residents in areas of housing, government programs, referrals, employment, translation, etc.
- Facilitate and coordinate large resident led support groups, panels or events.
- Establish contacts with Latino families in the service area and facilitate integration of family members into center programming and community.
- Organize seminars in partnership with other agencies.
- Maintain daily/weekly written records monitoring program goals and completing quarterly and annual reports for use in grants, reports, etc.
- Work in conjunction with the Latino Academy of Workforce Development (LAWD) and other center programs.
- Be a member of the center's management team in promoting center programs and events, creating new initiatives, and focusing on the center's future vision.
- Maintain program expectations/procedures and demonstrated leadership in the position.
- Build and maintain a positive relationship with participating families.
- Build and enhance partnerships with schools, school social workers, and other relevant organizations.

**Desired Qualifications:**

- Applicant must be at least 21 years of age with a valid driver's license.
- An associate's degree or its equivalent in a community work place setting.
- Strong knowledge of services available in Madison and the surrounding areas.
- At least 6 months of experience coordinating/facilitating non-profit programs.
- Ability to build a positive work environment and be a team player.
- Possess a high level of interpersonal skills and demonstrate cultural sensitivity.
- Professional etiquette both in person and on the phone.
- Detail-oriented; ability to multi-task, organize, and follow through.
- Demonstrate the ability to be a self-starter, be helpful, and work independently.
- Proficient computer skills with Microsoft Office: Word, Excel, PowerPoint, Publisher, etc.
- Written and verbal proficiency in Spanish and English, including accurate and grammatically correct translation.
- Skilled in building and maintaining relationships with families, schools, and other organizations.
- Strong time management skills and the ability to delegate tasks.
- Experience in writing reports and grants or professional writing skills.

**Hours:** 15-20 hours per week (schedule will be discussed at interview, some flexibility in hours with in the 8:30am - 6:00pm, Mon – Fri timeframe)

**Compensation:** \$14.50 per hour

**How to Apply:** Please email resume and cover letter to [davidp@veracourt.org](mailto:davidp@veracourt.org) with the subject line: Application for Latino Family Resource Center Coordinator. Qualified applicants will be interviewed on a rolling basis. Additional information about Vera Court Neighborhood Center can be found at [www.veracourt.org](http://www.veracourt.org).