



Status: Nonexempt
Title: Family Programs Coordinator
Department: Family Programs
Reports to: Managing Director

Position Summary:

Perform duties to develop and implement the activities of Casa Chirilagua that assist and support the parents and families in the Chirilagua neighborhood. Coordinate programs supporting growth and the development of families.

Essential Functions:

- Coordinate and oversee the successful implementation of programs focused on parents and family development. Work with Managing Director to select culturally relevant Family Strengthening curriculum which encourages healthy family relationships.
- Develop unity and trust among the parents in the community. Facilitate the organization of parent groups and empower participants to improve their parenting skills. Identify and mentor group officers/leaders and provide the tools necessary for the groups to grow and produce community leaders.
- Identify and implement new opportunities for families to grow in unity. Facilitate family dinners to strengthen group relationships and communicate available programs and opportunities available. Assist as needed in the family strengthening workshops to teach conflict resolution, interpersonal relations, parenting skills.
- Develop job descriptions for parent officer positions and Chiri Club. Train and develop parent officers in their assigned roles. Invest in the leadership development of the officers of the Directive de Padres
- Guide and support fundraising activities. Work with Managing Director to plan and support any fundraisers, group outings, and annual community gatherings.
- Work alongside Youth Programs Director, Elementary Programs Director and Mentoring Director to develop annual program assessment surveys and administer to the parents.

Other Duties:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.

Other Duties: (continued)

- Perform other related duties as assigned.



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Competency:

- Manifest evidence of personal faith in Jesus Christ, knowledge of the scriptures, and a theological perspective that aligns with Casa Chirilagua's Core Values.
- Demonstrates leadership, leads by example, and creates the environment that empowers and encourages others to lead.
- Excellent relationship building skills with awareness and attention to boundaries.
- Fluency in Spanish required. Excellent written, verbal, and public speaking communication skills in both English and Spanish.
- Proficient with Microsoft Office and other specialty software applications.
- Strong organizational skills.

Education/Experience Requirements:

- High School diploma plus additional specialized training.
- Light to Darkness training required.
- Five to seven years of related experience with families and or case management.