



Job Title: Successful Children Program Coordinator
Employment Status: 20 hours per week
Reports to: Successful Children Program Manager
Location: Round Lake Park and various throughout Lake County
Salary: Hourly pay, depends on experience

ABOUT MANO A MANO

Founded in 2000, Mano a Mano is an immigrant-based, community development organization whose mission is to empower immigrant and families of Lake County, Illinois to become full participants in American life by providing quality programs and services that educate and establish links to essential community resources. We implement this mission through our four programs: Healthy Families, Productive Parents, Successful Children, and Engaged Citizens. Our work is sustained by our respect for human dignity and our belief in the equality of all people.

POSITION OVERVIEW

The Successful Children Program Coordinator is responsible for the coordination and implementation of Mano a Mano Successful Children Program's Early Education initiatives. Responsibilities include ensuring the achievement of programs' outcomes, planning and scheduling activities and events, recruiting participants, coordinating the recruitment and training of tutors and other volunteers; collecting and reporting data on program participation and demographics. The Program Coordinator is responsible for the oversight, supervision, and evaluation of all Tutors, and any additional program staff and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program Coordination, Development and Implementation (70%):

- Guarantees that program complies with best practices and methodologies in Early Education framework.
- Ensures that program staff and volunteers comply with appropriate professional development training;
- Recruits and coordinates staff and volunteers;
- Monitors the achievement of programs' goals and objectives, evaluates the efficiency and effectiveness of program and implements best practices;
- Oversees and tracks the work of the Tutors;
- Ensures achievement of program metrics- include goals specified by grants and other goals as identified by agency management;
- Ensures compliance with organization policies and procedures as they relate to the program;
- Ensures compliance with program related grant requirements;
- Provides support in the preparation of clear and concise reports and submits reports in a timely manner.

Outreach, Education, (30%)

- Participates in various outreach activities/events for the purposes of: informing the community about the program and organization, recruit volunteers, and recruit families for tutors.



- Connects clients' with other relevant programming at Mano a Mano and identifies other pertinent services available in the community;
- Ensures to keep track of the data accurately and record on the respective databases;
- Provides follow up communication to clients to assess client's progress on service goals and identify any ongoing needs or challenges to receiving services;
- Measures and analyzes changes in client knowledge gained during the Kindergarten Readiness sessions and how it is being implemented.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, **must be fluent in English and Spanish (written and spoken)**, must demonstrate excellent people skills, experience in working directly with customers/clients on a one-on-one basis; excellent communications skills, sensibility to people's needs, good understanding of immigrants' issues; must be a team player, self-starter, and computer literate (Microsoft Word/Excel/PowerPoint/Outlook and Internet).

Education: Candidates must have at least a High School Diploma or GED. Associates or higher degree in Early Childhood Education is preferred. Experience working with immigrants and sensitivity towards immigrants' issues (or an equivalent combination of all of the above; ex: if a candidate does not have a degree, but can demonstrate previous years of relevant experience in the field, he/she would be eligible).

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. While performing the duties of this job, the employee is regularly required to canvass the community, access community businesses and organizations, operate normal office equipment and use a computer for extended periods of time.

Transportation: Because this position requires regular geographic mobility, all candidates must have access to reliable personal transportation and a valid driver's license.

Mano a Mano Family Resource Center is an EEO employer who provides employment opportunities either salaried or volunteered regardless of sex, race, religion, national origin, age or disability.