



Job Title: Productive Parents Program Coordinator

Reports to: Program Manager

Employment Status: Full-Time

FLSA Status: Non-exempt

Salary Range: \$41,000–\$46,000 Annually

Mission:

Mano a Mano Family Resource Center is a nonprofit organization located in Round Lake Park, Illinois, whose mission is to empower immigrants and their families living in Lake County, Illinois to become full participants in American life. Our vision is an integrated Lake County where everyone has access to opportunity and paths to success. Our work is guided by our values of: collaboration and community building, education, excellence, equality of opportunity, stewardship, and respect for human dignity.

Summary:

The Productive Parents Program Coordinator is responsible for the management and implementation of Mano a Mano's Productive Parents Program's key initiatives including: Community School for Parents (English as Second Language instruction, Computer Skills training, GED programming), job readiness training and case management, and citizenship instruction. Responsibilities include ensuring the achievement of program's outcomes, scheduling training sessions, recruiting and providing case management to program participants, coordinating the recruitment and training of volunteers, and collecting and reporting data on program participation and demographics. The program coordinator is responsible for the oversight of all instructions, any additional program staff, and any program volunteers.

Essential Duties and Responsibilities: (Other duties may be assigned)

Program Development and Implementation:

- *Monitors and incorporates best practices in adult education and workforce development methodologies into program framework;*
- *Plans and implements professional development workshops, English as a Second Language classes, computer classes, GED classes, as well as supportive programming including literacy, tutoring, naturalization instruction, and other pertinent educational and career-training logistics including locations, food, presenters and child care providers;*



- *Recruits and coordinates volunteers to ensure effective program delivery, including volunteer training, supervision, mentoring and support;*
- *Builds relationships with community partners and instructors, ensuring effective delivery of programming and availability of space for off-site programming;*
- *Monitors the achievement of programs' goals and objectives, evaluates the efficiency and effectiveness of programs and implements best practices;*
- *Recruits and builds relationships with potential participants;*
- *Identifies and incorporates appropriate technologies into program curricula;*
- *Contributes regular and relevant program content to the organization's social media accounts and projects. This includes but not limited to: information about programming, opportunities for program participants, news and research about relevant topics, and client testimonials; and*
- *Ensures achievement of program metrics-include goals specified by grants and other goals as identifies by agency management.*
- *Work with the Apricot program database and ensure proper data entry for reporting purposes.*

Administration

- *Ensures compliance with organization policies and procedures as they related to the program;*
- *Ensures compliance with program related grant requirements;*
- *Creates flyers and promotional materials and conducts outreach efforts to make sure the community is informed about program offerings; and*
- *Prepares clear and concise reports and submits reports in a timely manner.*

Knowledge and Skills:

- *Strong verbal and written communication skills;*
- *High attention to details;*
- *Ability to meet deadlines;*
- *Strong computer skills (Microsoft Office Word, Access, PowerPoint, Internet search and Excel) and strong data entry skills;*
- *Strong project management and oversight skills in order to manage a multi-faceted team and program; and*
- *Aptitude for working in a culturally diverse environment and possess the ability to interact with multiple constituencies in a respectful and meaningful manner.*

**Qualifications:**

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily, must be fluent in English and Spanish, must demonstrate excellent people and communication skills, sensibility to people's needs, good understanding of immigrants' issues and of the adult basic education field; must be a team player, self-starter, and computer literate.

This is a professional position and requires a Bachelor's Degree, Social Work, Human Services or related field, 4 years of professional relevant job experience, or a combination of the above. The position requires experience working with immigrants and sensitivity towards immigrants' issues.

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 operate normal office equipment and use a computer for extended periods of time.

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.

Mano a Mano, Family Resource Center has an affirmative policy to maintain the workplace free of sexual harassment and intimidation.

To apply, email the following to crosales@mamfrc.org: resume, cover letter, and 3 references with subject line: Productive Parents Program Manager.