



JOB TITLE: Family Center Coordinator
DATE: January 22, 2025
PROGRAM: DACRL
REPORTS TO: Aprendamos CEO
STATUS: Regular, Full-Time
CLASSIFICATION: Non-Exempt
APPROVED BY: Lindy Matthews
SUPERVISES: 1-3 (Number of employees)

POSITION SUMMARY:

In a unique collaboration between Doña Ana County Resilience Leaders (DACRL), the Community Foundation of Southern New Mexico (CFSNM), and Aprendamos Early Intervention Services, the 100% Family Center is being established to address the surviving and thriving needs of individuals and families in the Las Cruces Public Schools (LCPS) District. The Center will focus on families with children from birth to five years old. The 100% Family Center is seeking a dynamic and skilled **Family Center Coordinator** to oversee staff, manage daily operations, and ensure the effective delivery of quality services to families.

ESSENTIAL JOB FUNCTIONS:

- **Program Development and Management:**
 - Lead the successful start-up of the 100% Family Center.
 - Develop, implement, and supervise programs aligned with the Center’s mission.
 - Ensure effective communication and collaboration among staff and partner agencies.
 - Develop and update policies and procedures for operations.
- **Community Engagement:**
 - Build and maintain positive working relationships with community organizations and partner agencies.
 - Recruit families to participate in programs and services offered by the Center.
 - Represent the 100% Family Center at meetings and public events.
- **Staff Oversight and Leadership:**
 - Manage, train, and supervise staff to maintain high morale and low turnover.
 - Provide leadership and foster a team-oriented environment.
- **Budget and Administrative Oversight:**
 - Track expenses and manage the Center’s budget.
 - Secure Memorandums of Understanding (MOUs) with partner agencies and organizations.
 - Prepare reports on activities, accomplishments, and evaluations.



- **Data and Evaluation:**
 - Collect and manage data for program evaluation and tracking of goals and objectives.
- All other Job Duties as assigned.

REQUIRED QUALIFICATIONS:

- Master's degree in social work, family and child science, health science, counseling, education, or a related field with at least 2 years of experience.
- OR Bachelor's degree in the same fields with 5+ years of relevant experience.
- Fluent in English and Spanish.
- Knowledge of family systems, trauma effects, case management, and parenting education.
- Familiarity with the demographics and cultural backgrounds of Doña Ana County residents, including urban and rural distinctions.
- Experience working with Latino, Hispanic, and Spanish-speaking parents and young children.
- Strong ethical decision-making, organizational, and time management skills.
- Proficiency with software and computer applications.
- Exceptional interpersonal, writing, and public speaking skills.
- Effective conflict resolution and problem-solving abilities.
- Adaptability to work in a dynamic and evolving environment.

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT:

Ability to lift and carry objects weighing up to 40 pounds (e.g., boxes, equipment) without assistance. Capability to stand and walk for extended periods, including moving around the workspace, performing tasks, and interacting with colleagues or customers. Must be able to bend, stoop, crouch, and kneel to access various items, equipment, or workspaces as required. Aptitude to reach overhead, horizontally, and below waist level to retrieve and handle objects or materials. Capacity to perform physically demanding tasks continuously throughout the workday. Physical ability to move freely and quickly in various work environments, including navigating stairs, ramps, or uneven terrain if necessary. If the job involves driving, a valid driver's license, and the ability to operate vehicles safely and responsibly may be required.

Disclaimer:

- A. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time as required by the needs of the company.
- B. This description reflects management assignment of essential functions, and it does not prescribe or restrict those tasks that may be assigned or changed in the essential functions of this position.
- C. This job description is subject to change at any time as required by the needs of the company.

