



JOB TITLE: CENTRAL TEXAS PROGRAM COORDINATOR

WORK LOCATION: Austin, Texas or surrounding areas; Hybrid work environment, and able to commute to area schools on daily basis

SUMMARY:

Con Mi MADRE is a bilingual (SP/EN) community-based non-profit that operates in Austin and Fort Worth, TX and works directly with partnering districts to provide social-emotional learning and college readiness support to female-identifying students and their mothers and/or primary guardian.

Con Mi MADRE translates to "with my mother," which exemplifies the unique element of our programming that intentionally engages mothers in their daughter's educational journey from 6th grade through college graduation.

The Program Coordinator is responsible for working with school personnel to coordinate logistics of psychosocial-educational group implementation at their specific campus. The Program Coordinator is responsible for planning, implementing, managing, and facilitating Con Mi MADRE groups, workshops, and conferences. The coordinator also keeps constant communication with school personnel to ensure the partnership is in good standing. The coordinator will also be responsible for keeping accurate documentation such as assessments and progress notes of group and participant interactions.

JOB DUTIES:

- Facilitates psychosocial-educational groups for specific grade levels.
- Documents individual and group interactions.
- Collects and inputs data using CoPilot database.
- Connects students and families to resources in the community.
- Assists in recruiting students from target schools and community events to join Con Mi MADRE every spring and fall semester. (Example: tabling at school fairs and/or parent/teacher nights)
- Strategizes with Program Manager to ensure assigned campuses are meeting the recruitment goal every year.
- Assists in planning, implementation, and coordination of program events (conference or fair) along with other programming team members and Community Events Manager.
- Attends social work professional development trainings and conferences.
- Maintains a professional relationship and frequent communication with supervisor, colleagues, school contact person, school staff, and school administration.
- Cultivates and supports relationships with school and community partners.
- Interacts with and guides service learners/interns from surrounding universities.
- Assists with planning volunteer opportunities for students.
- On call during week of major program events.



REQUIRED QUALIFICATIONS

- Bilingual in English and Spanish (proficient in both oral and written communication)
- Minimum of a bachelor's in social work, psychology, education, sociology or cultural studies
- 2 years of experience working with adolescents and high-risk populations
- Demonstrates ability to work in a team
- Demonstrates ability to build and maintain positive and productive relationships to effectively collaborate with colleagues, school personnel, and community partners
- Demonstrates cultural competence when engaging diverse audiences including students and families, team members, school personnel, volunteers, and community partners
- Highly self-motivated and able to work both autonomously and collaboratively
- Demonstrates ability to manage priorities in a dynamic environment
- Excellent oral and written communication skills in both English and Spanish
- Reliable transportation is required and valid DL in the State of Texas

WORKING CONDITIONS:

Hybrid: work from home, office, and area schools, flexible to work some evenings and weekends

COMPENSATION:

Base salary of \$42k - \$44k, commensurate with experience and education. Full-Time Benefits: Medical (100% EE only coverage!), Dental, Vision, Life/Short-Term Disability Insurance, Retirement Plan, 12 days of PTO + 5 wellness days + paid holiday break of 10 working days (late Dec-Jan 1)

HOW TO APPLY: [Click here to complete application](#)