



JOB TITLE: CENTRAL TEXAS PROGRAM MANAGER

WORK LOCATION: Austin, Texas or surrounding areas; hybrid work environment, and able to commute to area schools or CMM office multiple days per week

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 Manager is responsible for coordinating, planning, and overseeing all activities related to providing in-school services to female-identifying adolescents and their mothers enrolled in the program. The Program Manager provides supervision for the programming team and interns and reports to the Director of Programming.

A. JOB DUTIES

- Attends all partnering school contact and school district meetings.
- Ensures that program targets and outcomes are communicated to their team and met.
- Oversees the implementation of Con Mi MADRE social-emotional educational curriculum within assigned targeted schools.
- Assists Director of Programming in hiring for programming openings.
- Reviews and participates in performance evaluations of all programming team.
- Onboards and supervises programming team and interns.
- Reviews partnership agreements with partnering schools and organizations alongside the Director of Programming.
- Facilitates social-emotional educational groups, as needed.
- Attends social work professional development conferences and workshops and ensures staff is up to date on continuing education credits.
- Manages and participates in Chapter recruitment and retention efforts of program participants.
- Provides support for the planning and implementation of conferences, fairs, college trips, family engagement events, and volunteer opportunities.
- Attends community events in collaboration with the Community Events Manager.
- On call the week of a major program event.

B. SUPERVISORY RESPONSIBILITIES

- Program Coordinators 4



- BSW and MSW Interns 1-2

C. REQUIRED QUALIFICATIONS

- Bilingual (English/Spanish speaking skills are required)
- Minimum of a master's degree in social work
- At least 2 years of work/field experience
- Demonstrates strong interest in providing team management and supervision and support to individual team members
- 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
- Strong interpersonal skills with a focus on strength-based leadership
- Excellent oral and written communication skills
- Able to attend key events as necessary
- Familiarity with community; Experience working in the surrounding area
- Reliable transportation is required and valid DL in the State of Texas

D. PREFERRED QUALIFICATIONS

- Licensed or in process of obtaining a social work license in the State of Texas
- Experience working with adolescents and underserved populations
- Experience with referrals, individual and group supportive guidance

E. WORKING CONDITIONS:

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

COMPENSATION:

Base salary of \$50k - \$55k, commensurate with experience and education. Full-Time Benefits: Medical (100% EE only coverage!), Dental, Vision, Life/STD Insurance, 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](#)