

## **COMMUNITY COORDINATOR EMPLOYMENT OPPORTUNITY**

**Job Title:** Community Coordinator Plant City

**Employment Status:** Regular Full Time.

**Salary:** \$32,000 Annually

### **Organizational History and Background Description:**

Established in 1992, Hispanic Services Council's mission is to increase access and opportunities for Latinos and influence the systems that serve them. HSC is a private, non-profit organization whose work focuses on developing opportunities that result in an educated, healthy, prosperous, and engaged Latino community. To achieve our mission and purpose, our programs focus on increasing the academic performance of Latino children through parental involvement, improving healthy living and nutrition, and improving the quality of life through civic engagement of Latinos at all levels in our community.

### **Job Description:**

Under the supervision of the Project Director, the Community Coordinator will be responsible for conducting community Padres Comprometidos workshops building the capacity of parents understand and manage their Children at home.

These services contribute to the effective coordination and delivery of services to parents that will increase and enhance parents' capacity to be the primary educators of their children

### **Key Responsibilities:**

1. Padres Comprometidos curriculum facilitation:
  - Plan and deliver community weekly meeting with parent and children
  - Plan, arrange and deliver other workshops that help to meet program success.
2. Identify, recruit and supervise Community Assistants.
3. Community Partnership Development:
  - Search, build and maintain partnership with local agencies, organizations and companies in the area to better serve the community.
4. Data and Outcome management:
  - Develop and control deadlines, client data, budget and activities to meet program objectives, outcomes and maintain data integrity.
5. Family Referrals
6. Develop and deliver family integration Activities.

### **Knowledge, skills and abilities, including utilization of equipment, required for the position:**

1. Experience organizing, coordinating and managing community projects.
2. Comfortable. Dynamic, resourceful public speaker
3. Exceptional Spanish written and verbal communications skills, English preferred.
4. Independent and self-motivated but able to work in teams
5. Comfortable and effective working with diverse populations
6. Ability to use technology to maintain accurate and appropriate documentation