

Casa Infantil | Children's House

Project Coordinator

Mano a Mano

Job Announcement

LOCATION: Salem-based, travel to Polk County

SUPERVISOR: Executive Director / Family Wellness Program (FWP) Director

HOURS: Up to 20-40 hours/week, Monday – Friday; flexible schedule

SALARY: \$20 Hourly or DOE (+ fringe/benefits)

► **GENERAL DESCRIPTION:**

Mano a Mano is seeking to launch a project tentatively called **Casa Infantil** (Children's House). This project is intended to create primarily indoor, neighborhood-based play spaces, free-to-families with children aged 0-5. These spaces will offer activities and opportunities for positive parent-child interactions, supported and supervised by staff and volunteers. This team will also lead workshops, classes, provide one-on-one mentoring, support peer support groups, and structured play time.

This project is expected to run from late October 2020 to about June 2021. From Nov 2020-January 2021, the Project Coordinator will engage parents and partners with the goal of identifying the neighborhood in which to launch a pilot of this project. The focus is on the neighborhoods currently served by Mano a Mano in Salem, Keizer and Independence. These are neighborhoods with a high mix of Latinos, Immigrants, and families of color. From January to June 2021, the Project Coordinator will lead the launch of a pilot of this project, at a neighborhood site previously identified, for about 10 children, ages 0-5, and their parenting adults. The Project Coordinator will assist with fundraising efforts to ensure assure continuation of this project, and expansion into other neighborhoods, beyond Summer 2021.

► ESSENTIAL DUTIES:

- Conduct a community engagement process, following established COVID-19 safety protocols, to determine community needs related to strengthening parent-child interactions and alignment with other early learning initiatives and programs.
- Prepare a report and a work plan to be presented to community stakeholders and the Board of Directors of Mano a Mano for review and approval. This will be followed by implementation of the pilot project shortly there-after.

Upon implementation,

- Assure adherence and compliance to all relevant law, policies, procedures, work, safety and administrative rules for early childhood programs, recommending changes and adjustments to ensure the safety and satisfaction of all involved.
- Manage and train employees and volunteers; recruits, interviews, selects, trains, and manages volunteers; schedules training dates and times; meets with volunteers; reviews policies and procedures.
- Most likely will conduct direct work with about 10 children, and their parenting adults, during the pilot phase of this project; for example, they may: plan and implement parent-child interaction activities and opportunities (workshops, classes, structured play-time, one-on-one mentorship, etc.).
- Write program reports; meet with community organizations, including attendance at relevant network meetings; form alliances with community agencies/partners to enhance resources and information for families; plan and deliver presentations as needed; will likely assist Mano a Mano's core support team in grant writing and fundraising during future program years.
- Project Coordinator reports directly to, and will receive support from, Mano a Mano's Family Wellness Program Director, as well as Mano a Mano's Executive Director, and outreach and engagement support from Mano a Mano's neighborhood-based community organizers and family promoters.

► MINIMUM QUALIFICATIONS:

- Associate Degree in Early Childhood Education, Child Development or related degree
- Two years related experience, either teaching or leading in a certified childcare center or comparable early childhood educational program.
- Be able to provide copies of relevant certificates, licenses, degrees, etc.
- Requires a working knowledge of standard practices and procedures.

- Lived experience working with Latino/a/x or immigrants from Mexico and Central America preferred.
- Must possess and demonstrate the ability to work independently on tasks and to keep well-organized records.
- Must be able to conduct self in a professional and courteous manner and effectively develop and maintain good working relationships with co-workers, supervisors, and members of the public, including victims and their families.
- Must be able to communicate effectively with others, both verbally and in writing.
- Fluent linguistic skills in English and Spanish is preferred.
 - Fluency in an Indigenous Latin American language present in Marion-Polk counties is highly sought-after and valued.
- Must have a commitment to social justice values, diversity, equity and inclusion.
- Must be able to maintain and support others in maintaining strict office privacy and confidentiality.
- Must be able to handle stressful situations in a professional manner.
- Valid Oregon Driver's License.
- Might want to include computer skills, ability to utilize social media, ability to use technology, etc.

► **CONDITIONS OF EMPLOYMENT:**

Regular attendance and punctuality are mandatory.

Must be dependable and of good moral character.

Able to lift loads weighing up to 30 pounds.

Position will work in an office setting, with travel to other sites in the community.

Must follow all COVID-19 protocols including use of PPE (provided), hand washing, physical distancing, if applicable, and to ensure all team members do the same. Due to COVID-19, ability to work from home as necessary.