



Job Description

Learning Center Coordinator-Cardinal Point

Foundation Communities (FC) is a nationally recognized nonprofit organization that provides affordable housing and the tools low- and moderate-income families need to increase their educational and economic standing.

Position Reports To: Director of Education

Description: The Learning Center Coordinator will implement and develop educational programs and resident engagement initiatives for youth and adults in an affordable housing community in Northwest Austin/Four Points area.

Primary Duties:

Communication:

- Establish on-going communication with community residents to assess their needs and interests. Coordinate with other departments within the organization as well as local partners to provide needed programs and services
- Establish and maintain communication and cooperation with on-site property management staff
- Communicate frequently with direct supervisor to ensure that information regarding the program and community needs is conveyed as needed

Staff and Program Management:

- Manage and oversee an education-centered afterschool and summer program for school-aged youth which includes assisting in program development, managing program staff, maintaining student data and completing grant reports
- Recruit, train and supervise part-time staff and volunteers to assist with youth and adult programs

Collaboration, Partnerships and Community Building:

- Work closely with school principals, teachers and other staff to increase collaboration in the provision of wrap-around support for students and families
- Develop educational opportunities for adults on-site based on residents' needs and interests
- Assist in coordination of evening Adult Basic Education program with instructors and partner agencies
- Work with property management staff, neighborhood association members, community-based police officers and residents to promote safety and reduce the incidence of negative behaviors on property and in the neighborhood
- Identify and establish partnerships with other community-based groups to bring educational, financial, health and other services to residents of the property and the surrounding neighborhood

- Cooperate with other FC staff in the areas of fundraising, communications, accounting, etc.

Personal Growth and Professional Development:

- Research best practices and remain knowledgeable about developments in the field

Minimum Qualifications:

- Bachelors Degree in Education, Social Work, or related field
- Bilingual; English and Spanish is preferred
- Minimum of three years of experience providing educational and/or social services to economically disadvantaged families, particularly school-aged youth and adult education students
- At least one year of staff supervision experience
- Ability to establish partnerships with key stakeholders other community-based groups and to work effectively with property management staff
- Availability to work some evening hours as needs for programming, parent meetings and other community events

Qualified applicants should email their cover letter, resume, and salary requirements to marisela.montoya@foundcom.org

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation and gender identity.