



Job Announcement
Neighborhood Project Director--Bilingual

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.

The Neighborhood Project Director will work with key partners and other staff to create and manage a coordinated pipeline of educational and family support programs that promote the success of children and families in a south Austin neighborhood.

Primary Duties:

- Develop and oversee a coordinated pipeline of services for children in the neighborhood that begins at birth, provides intensive early childhood education and follows and supports children throughout schooling and through college completion.
- Oversee daily operations of PreK-3 Partnership with Austin ISD and serve as lead partner with principal of St. Elmo Elementary
- Coordinate all programs and services at two Foundation Communities affordable housing communities by aligning with other FC departments and managing a master calendar and annual calendar review process.
- Establish on-going communication with neighborhood residents to determine areas of need and create widespread awareness of available programs and resources.
- Serve as a source of referrals and direct assistance for families around basic needs, such as housing, nutrition assistance, health care, employment, etc.
- Work closely with school principals, teachers and other staff to increase collaboration in the provision of wrap-around support services in neighborhood schools.
- Cooperate with other FC staff in the areas of fundraising, communications, grants management, etc.
- Participate in other coordinated efforts to address education, health and other concerns in the target neighborhood.
- Oversee data collection and evaluation efforts for the initiative, including the long-term tracking of kids and families as they progress through the pipeline.
- Promote the utilization of FC adult education and financial stability programs by neighborhood residents.
- Work with property management staff, neighborhood association members, community-based police officers and residents to promote safety and reduce the incidence of negative behaviors in the neighborhood.

- Research best practices and develop a high degree of knowledge in the fields of community development, urban education and family support.

Minimum Qualifications:

- Bachelor's Degree in Education, Social Work, or related field; Master's Degree preferred.
- Fluency in both English and Spanish is required.
- Minimum of four years of experience providing educational and/or social services to economically disadvantaged families; experience/expertise in early childhood education and/or college-readiness is highly desirable
- At least two years of experience in establishing partnerships and supporting coordination among community-based groups and other stakeholders
- Availability to work some evening hours as needed for programming, neighborhood meetings and other community events

Compensation: Competitive salary with excellent benefits.

To Apply: Send résumé and cover letter with salary requirements to: julian.huerta@foundcom.org.
No phone calls, please.

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 & gender identity.