



## **Job Description**

### **Learning Center Coordinator-Southwest Trails**

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 Southwest Austin/Oak Hill 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 **required**
- Bilingual preferred; at a minimum, the ability to understand and to make one's self understood to all Spanish speaking individuals
- 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

**Working Conditions:**

An occupational exposure to blood or other potentially infectious materials may occur. May be asked to clean up bodily fluids with appropriate training and personal protective equipment provided.

Qualified applicants should email their cover letter, resume, and salary requirements to [marisela.montoya@foundcom.org](mailto: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.*