

Title: Latino Family Center Director

Exempt: Yes

POSITION SUMMARY:

Under the general supervision of the Executive Director, the Latino Family Center Director provides oversight for the Latino Family Center of the YWCA. This position serves as the staff liaison to the Latino Family Center Advisory Committee and Social Justice and represents the department on the Advocacy committee.

ESSENTIAL JOB FUNCTIONS:

- **Financial** – Develop and manage the annual budget for the department. Responsible for resource development, fundraising, grants in conjunction with the Executive Director. Evaluate, research and purchase equipment for department to use.
- **Best Practices** – Oversee all program implementation and development for the Latino Family Center. Maintain adequate records to evaluate, control and measure effectiveness. Observe staff effectiveness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior management techniques.
- **Human Resources** – Recruit, train, supervise, orient and evaluate staff and volunteers.
- **Communication** – Organize press releases, brochures, and other promotional literature for areas of responsibility.
- Perform other duties as assigned.

EXPERIENCE REQUIREMENTS:

Three years' experience in case management experience and a proven track record working with the Hispanic community.

EDUCATIONAL REQUIREMENTS:

Bachelor's Degree from accredited college or university.

SKILLS REQUIREMENTS:

- Written & Oral fluency in both Spanish/English
- PC Skills – Microsoft Office applications (word, Excel, PowerPoint, Outlook); and other applications as required (i.e. QuickBooks, Daxko or equivalent).
- Ability to train, delegate and supervise staff and volunteers.
- Ability to provide one-on-one education and referrals to clients in an unbiased and nonjudgmental manner.
- Should be a highly organized self-starter; independent and self-directed, creative, and detail oriented
- Able to manage and motivate diverse groups and individuals, and work successfully as a team leader in a team environment
- Responding and resolving complex community questions and concerns
- Working with senior management
- Program planning, implementation and evaluation
- Special Event Planning

WORK ENVIRONMENT:

Typically works in a professional office environment



PHYSICAL REQUIREMENTS:

Ability to perform routine first aid tasks. Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. This job requires frequent walking and standing, including going from upstairs to downstairs, setting up rooms

I have read and understand the job description for my position. I also understand that I am responsible for meeting the standards of performance outlined in the job description as well as conducting myself in a manner supportive of the mission, vision, core values, and standards of behavior of YWCA High Point.

Employee Signature

Date

Executive Director's Signature

Date