

**Title:** Latino Family Center Manager    **Exempt:** NO

**POSITION SUMMARY:**

Under the general supervision of the Latino Family Center Director, the Latino Family Center Manager is responsible for developing and coordinating the Latino Family Center programs and services including El Pueblo, Hermanas & Hermanos and LEAD, facilities and operations.

**ESSENTIAL JOB FUNCTIONS:**

- **Financial** –Work within the annual program budget as approved. Resource development, fundraising, grants as delegated by the Latino Family Center Director
- **Best Practices** – Oversee all program implementation, evaluation and development related to the Latino Family Center and other programs related to the core mission. Build relationships with community agencies for referrals and resources.
- **Human Resources** – Recruit, train, supervise, orient and evaluate volunteers.
- **Communication** – Coordinate special projects and events, Organize press releases, brochures and other promotional literature for areas of responsibility.
- Perform other duties as assigned.

**EXPERIENCE REQUIREMENTS:**

One year of case management experience and a proven record of working with the Hispanic community.

**EDUCATIONAL REQUIREMENTS:**

Bachelor's Degree from accredited college or university.  
CPR First Aid

**SKILLS REQUIREMENTS:**

- Fluent in Spanish and English both written and oral
- PC Skills – Microsoft Office applications (word, Excel, PowerPoint, Outlook); and other applications as required (i.e. Daxko or equivalent).
- Ability to train, delegate and supervise 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
- Current Driver's License and eligible for coverage under YWCA Auto Insurance Policy

**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 .

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**Employee Signature**

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**Date**

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Supervisors Signature

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Date

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**Executive Director's Signature**

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**Date**

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