



POSITION ANNOUNCEMENT

Family Success Center Site Coordinator

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasadedonpedro.org and be sure to follow @lacasank on all social media platforms.

Who we Seek

La Casa de Don Pedro seeks a Family Success Center (FSC) Site Coordinator who will support the Managing Director and the Family Success Center (FSC) Coordinator in assisting with the day-to-day administration and operations of the Family Success Center II location. To be successful in this role, the FSC Site Coordinator should be responsible for ensuring that the standards for prevention, principles of family support, protective factors and the FSC practice profile are incorporated into all aspects of the FSC. The FSC Site Coordinator will serve as an integral member of the Community Empowerment pillar and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

Engagement

- Designs and maintains the FSCII 282 1st Ave location, ensures that furniture, decorations, and food foster a homelike culture/environment that reflects the community.
- Actively seeks opportunities to work with community partners and stakeholders.
- Actively participates in networking opportunities with community partners and stakeholders.

Active Listening

- Creates a culture of inquiry, so interested families and individual family members share ongoing and evolving goals, needs, and desired involvement with the FSC and the community.

Connecting

- Regularly identifies and updates relevant resources within the community that align with the FSC mission and vision and can meet families' and individual family members' interests, goals, and needs.

Advocacy

- Works with community partners to address barriers to accessing services and resources (i.e. transportation, food, clothing).

Coordination

- In collaboration with the Volunteer Partnership Coordinator, recruits partners and sector leaders from within the community to volunteer and matches them to internal FSC activities based on the FSC needs.
- Coordinates events at "El Patio" for families and children.
- Coordinates with families and staff in organizing community events for all targeted community members, empowering self-efficacy and empowerment.
- Keeps track of program expenditure documentation for statewide required reporting

Leadership

- Involves individuals, families, and community partners through a formal process in making recommendations about the FSC's programs/services.
- Ensures that families, individual family members, and community partners lead efforts within the FSC (i.e. co-leader of an advisory Council, co-leader in community outreach efforts, leader of a program within the FSC).
- Ensures a FSC Advisory Council is developed and maintained.
- Submits program reporting to Managing Director for review and submission to funders.
- Supervises FSC staff activity and member flow under the direction of the FSC Coordinator.
- Other duties as assigned.

Skill Building

- Identifies programs, services, and activities that promote skill and protective factor development based on community's needs and interests.
- Coordinates and delivers programming to the community that is based on their needs and interests.
- Develops internal resources based on the community's needs and interests.

Continuous Improvement

- Identifies relevant data and information that will help the FSC understand the needs of their community and develop relevant skill building programming, engagement activities and community connections.
- Collaborates with Multi-Cultural Service providers to provide onsite community-based events
- Gathers data and information from families and individual family members at minimum monthly to assess key aspects of program functioning (*such as skill-building programming, outreach, or engagement efforts*).
- Examines data as a team to identify opportunities and create a plan to improve practice and programming.

Educational, Required Skills and Experience Requirements:

- Bachelor's degree in human services, social work or related field with three years of related work experience.

- 2 year experience coordinating and family strengthening focused events
- Organizational skills with the ability to manage numerous projects and people simultaneously.
- Outstanding human relations and leadership skills, and the ability to function in a team environment.
- Effective oral and written communication skills.
- Computer literate with proficiency and working knowledge of database and reporting tools such as Microsoft 365 Word, Excel, Access, and PowerPoint.
- Valid New Jersey driver's license, safe driving record, and vehicle availability are required.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15lbs at a time.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Compensation, Schedule, and Other Information:

- **Employment type:** Full-Time
- **FLSA status:** Exempt
- **SOC code:** 11-9151
- **Reports to:** FSC Coordinator and/or Managing Director
- **Schedule:** Monday – Friday; 9:00am – 5:00pm (schedule may vary accordingly to meet team's needs)
- **Compensation:** \$50,000 annually
- **Fringe Benefits:** Health, employee assistance program, Teladoc, vision, dental, paid time off, paid sick leave, life insurance and 401k retirement plan offered.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasanwk.org with **"FSC Site Coordinator"** in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non merit-based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.