



CATAWBA COUNTY HISPANIC MINISTRY
CENTRO LATINO HICKORY

POSITION: ABRIENDO PUERTAS AFTER SCHOOL PROGRAM COORDINATOR

DEPARTMENT: ABRIENDO PUERTAS

REPORTS TO: EXECUTIVE DIRECTOR

PART-TIME

Hours per week: 25

Abriendo Puertas After School Program Coordinator

Job Summary:

The after school program coordinator is responsible for overseeing the successful planning and completion of educational, professional, and AP after school programs. Duties include leading program tutors and volunteers, delegating tasks among them, monitoring program budgets and determining how to prioritize funds and performing outreach duties to engage with the local community.

Responsibilities:

- Enthusiastically supports and shares Centro Latino's vision, mission, and principles values to families, volunteers, and donors.
- Answer phone calls, text and WhatsApp messages from parents, volunteers, and tutors to determine proper referral or needs.
- Support parents, students, and tutors with the technology that will be used in the program (Zoom, Google Classroom, Reading A-Z, etc.).
- Compile and maintain clear and up-to-date contact information of all students, tutors, and AP volunteers. This includes but is not limited to: Point of contacts, phone numbers, hours of operation, email addresses, etc.
- Work to increase the number of AP students and community awareness through promotion of Centro Latino's programs through outreach, attendance in virtual and in-person meetings, workshops, and events with agency personnel to benefit the Latino community.
- Create and translate event flyers, informational flyers, and keep information current.
- Provide advice and support for parents that may have concerns regarding their child's school performance or behavior.
- Track and report AP activities to the Executive Director.
- Work closely with other departments to meet community needs and reach Centro Latino's goals and mission objectives.



Other Responsibilities:

1. Participates in staff meetings, staff training, and development activities.
2. Performs other duties as required.

Job Skills & Qualifications:

- Excellent customer service skills
- Demonstrate general knowledge on the use of computer hardware and software application programs and the ability to adapt and learn
- Excellent time management
- Great team player
- 1-2 years of work experience
- Bilingual: Fluency in Spanish and English - Reading, Writing, and Speaking

Preferred:

- Bachelor's Degree, or equivalent education
- Experience in program management and development
- Translation experience
- Student/Parent engagement experience
- Knowledge of Reading A-Z program or similar research-based, developmentally appropriate leveled reading resource
- Community outreach experience
- Knowledge of Google Classroom

This position is currently needed for the school calendar year with limited summer hours with the potential for growth.

To Apply:

Email the following to excdirector@centrolatinohickory.com with the subject “Client Services Advocate Application”:

1. Cover Letter
2. Resume
3. References