

**New Concept Self Development Center, Inc.
Job Description**

Job Title:	George M. Sanders Fathers' Family Resource Center Coordinator	Status:	Part-Time
		Pay:	\$1,300 – 1,733/month

I. Position Summary

The Fathers' Resource Center Coordinator is responsible for implementing and managing high-quality father parenting programs, assessments, advocacy, outreach, and other services and activities designed for fathers, significant others, or father figures of children. The Coordinator will work collaboratively with management and team members to ensure optimal father involvement in the lives of their children. This could be recruitment for classes and events sponsored by the Martin Luther King, Jr. Community Center as well within the community. The Fathers' Resource Center Coordinator will work closely with other fatherhood initiatives and programs to help fathers navigate complex systems that impact children and families.

II. Responsibilities and Duties: Male Involvement Activities

- Implements male-focused educational sessions focused on fatherhood for partners/husbands/fathers-to-be and father figures. Facilitates groups for men and serve as their peer. Responsible for data collection and reporting on appropriate screening tools for measuring program effectiveness and evaluation.
- Ensures client retention with ongoing educational support and referrals for clients. Maintain ongoing relationships with social service agencies, and healthcare providers to support linking participants to community services including but not limited to medical care, mental health services, workforce development, and child support.
- When needed, delivers curriculum-based youth programming to male-identifying youth ages 11-17 in community settings. This may include schools, youth facilities, detention centers, or after-school community-based programming.

At the discretion of the Executive Director and board of governance, assist with the development and annual revision as required of the Fathers Resource Centers policies, procedures, programs, and strategic planning.

Coordinate with the Executive Director to ensure that services are implemented at the Martin Luther King, Jr. Community Center:

- Review policies and process at staff meetings
- Participate in staff meetings to review client/program participant concerns
- Participate in program self-assessment
- Participate in developing strategic plan goals, objectives, and strategies
- Submit requested monthly data and reports

III. Desired Skills

We are seeking a candidate with a combination of skills that may include human services, case management, counseling, social work or public health.

IV. Minimum Qualifications and Education Requirements

- High school diploma.
- Skilled in Microsoft office.
- Effective oral and written communication.
- Assist with other duties as assigned.
- Independent effective problem solver.
- Valid driver's license, automobile, and proof of insurance.

V. Hours per Week

- 20-29
- Monday – Thursday between 9:00 AM – 5:00 PM
- Once COVID-19 restrictions are lifted, evening/weekend hours may be implemented based on need.

VI. Work Location

- Typical office setting
- One location primarily
- Occasional community-based events

VII. COVID-19 Considerations

- Remote interviews, PPE required, social distancing, virtual meetings, sanitizing, disinfecting, or cleaning procedures. New Concept will remain up to date on all local, state and federal requirements to protect the health and wellbeing of our communities.

VIII. Additional Information

- New Concept does not discriminate against any employee, applicant for employment, or eligible client because of race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran status
- Must have a valid driver's license, automobile, and proof of insurance

To apply: Please send a résumé and a brief cover letter outlining your experience to María M. Flores at mariaflores@ncsdc-inc.org

Applications are also accepted through various job board postings.