



930 Lake St, KALAMAZOO MI, 49001 | TEL: (269) 385-6279 | FAX: (269) 385-2803 | Website: [www.elconciliokzoo.org](http://www.elconciliokzoo.org)

**Position Title:** Academia Azteca Coordinator  
**Reports to:** Programs Director  
**Type:** Full-time  
**Salary:** \$31,200+ Based on Experience  
**Benefits:** Benefits Packet Provided

*Applications are due ASAP. To apply, please send a resume and cover letter to [vazquez@elconciliokzoo.org](mailto:vazquez@elconciliokzoo.org)*

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### **Description:**

El Concilio is focused on supporting and increasing opportunities for the educational development of Latinx children and families in Kalamazoo. La Academia Azteca is a program that provides support to Latinx children and families in the areas of education, cultural development, mental health, and physical activities. La Academia Azteca is seeking an energetic, passionate, and motivated individual to serve as the programs coordinator under La Academia Azteca. The Programs Coordinator responsible for planning, overseeing, managing and implementing various programs areas within the youth, teen, and families Academia Azteca programs.

### **Responsibilities:**

- ❖ Assist in planning, managing and implementing youth, teen and family programming
- ❖ Assist in providing quality customer service to members, volunteers and participants
- ❖ Assist with the implementation and delivery of program trainings and meeting coordination
- ❖ Assist with volunteers and daily programs operations
- ❖ Assist with forms to collect data from programs, activities and participants
- ❖ Assist with reports from programs, activities and participants each week
- ❖ Assist in evaluating programs, activities and implement it to achieve all objectives
- ❖ Coordinate with various teams to meet all youth requirements
- ❖ Maintain professional relationship with parents, volunteers, and participants

- ❖ Assist members in developing social and life skills through positive role modeling and learning activities
- ❖ Assist with partners community organizations to provide enrichment and cultural identity activities
- ❖ Coordinate community relations to promote youth programs
- ❖ Assist in create and maintain effective relationship with local organizations and businesses to obtain funding and support
- ❖ Assist with preparing and administer budget for each program and ensure that all activities are managed within the budget
- ❖ Conduct volunteers training programs to ensure they understand goals and achievements of each program

**Qualifications, Qualities and Experience:**

- ❖ Minimum of 18 years of age with a high school diploma or higher
- ❖ Minimum of one (1) year of experience working within youth, teen, family programming
- ❖ Demonstrated ability to provide and role mode quality customer service and effectively evaluate others
- ❖ Self-directed and detail-oriented
- ❖ Demonstrated organization and communication skills
- ❖ Experience, comfort, and passion in working with diverse community
- ❖ Ability to work in a team environment while independently managing logistical details and implementation
- ❖ Proven ability to efficiently manage many tasks at once
- ❖ Ability to perform a variety of physical activities with program participants
- ❖ Ability to pass various background checks as required
- ❖ Ability to supervise others
- ❖ Bicultural, or bilingual fluency in Spanish/English written and spoken
- ❖ Experience with Microsoft Windows, Office, internet/email, and standard office equipment

**Compensation:**

- ❖ Hourly base position (35-40 hrs per week)
- ❖ PTO, Holidays, Health, Vision and Dental insurance available