

## Centro Tyrone Guzman – Health & Wellness Department

### Job Description

**Position Title:** Health and Wellness Department Program Assistant Coordinator

**Direct Supervisor:** Health and Wellness Department Administrator

### Organization Description

Centro Tyrone Guzman, a multi-service non-profit organization serving low-income Latino families in the Twin Cities, is seeking a bilingual and bicultural Program Assistant Coordinator.

The mission of the Health & Wellness Department is to provide education, guidance, and health support programs to low-income Latino children, teenagers, women, seniors, and families to help them achieve a higher standard of living while maintaining their cultural identity and values.

### Position Summary

The Health and Wellness Department Administrator Assistant is primarily responsible for assisting the Health & Wellness Department Administrator, Summer Program and Daycare.

### Essential job responsibilities: (60%)

- Provide administrative support.
- Provide support to different programs and activities in the Health and Wellness Department to achieve objectives and goals.
- Provide support in the Daycare as needed.
- Participate in conferences and staff development activities as assigned by supervisor and/or Executive Director.
- Conduct outreach activities to recruit participants.
- Interact in a professional and respectful manner with participants, staff, and the public.

### Other job responsibilities: (40%)

- Responsible for implementing a culturally sensitive and developmentally appropriate curriculum to 12 to 15 children ages 2.5 to 11.
- Ensure cleanliness and safety in the classroom environment.
- Assist and participate in daily routines, including set-up, actively supervising children, and clean-up.
- Establish and maintain clear expectations and rules for children.
- Use positive behavior guidance methods when interacting with children.
- Complete all the necessary forms with parents to maintain up-to-date and confidential child records.
- Establish and maintain good communication with parents.
- Professional and ethical conduct when interacting with children, parents, colleagues, and the community from diverse backgrounds.
- Provide referrals when necessary to assist clients in obtaining available resources.
- Promote teamwork and communication amongst staff by effectively participating in staff meetings and one-on-one interaction with colleagues.

## Centro Tyrone Guzman – Health & Wellness Department

- Other duties as assigned.

### Qualifications:

- 2 to 4 year degree in Education, Social Work or related field, preferred.
- Experience working with Latino children, teenagers, women, seniors, and families, preferred.
- Excellent written and oral communication skills in Spanish and English.
- Commitment to working with Latino communities in a culturally supportive environment and a sincere desire to have a meaningful effect on their lives.
- Ability to establish and maintain collaborative relationships with families and staff of diverse cultural and socioeconomic backgrounds.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated understanding of issues facing Latino communities.
- Must be assertive and energetic, with good time-management skills.
- Ability and flexibility to work in different schedules (including evenings and weekends).
- Must have or complete First Aid/CPR upon hire.
- Must pass a background check.
- Hold and maintain a valid MN driver's license.

### Job details

Location: Minneapolis, MN

Classification: Hourly. This is a full-time temporary position, from April through December, with the possibility of becoming permanent depending on funding.

Schedule: 40 hours/week, schedule will vary and will include evenings and occasional weekends.

Benefits include: Health insurance, dental, life insurance, paid sick days/vacation time and holidays.  
Salary is \$16.00-\$17.00/h depending on qualifications

Applicants are requested to submit a cover letter, resume, and three (3) professional references.  
Email application materials to: [ychambers@centromn.org](mailto:y Chambers@centromn.org)

**Position will be open until filled.**

### **Centro Tyrone Guzman is an equal opportunity employer**

All qualified applicants will receive consideration for employment, regardless of their race, color, creed, religion, national origin, gender, disability, age, marital status, ancestry, sexual preference, or status with regard to public assistance.

To learn more about Centro Tyrone Guzman, please visit us at [www.centromn.org](http://www.centromn.org). We are also listed with Charities Review Council and Guide Star.