



**Bridge Lakepoint Waunona  
Neighborhood Center**  
1917 Lake Point Dr. Madison, WI 53713  
608-441-6991

## **Bilingual Family Resource Coordinator Position Description**

The Bilingual Community Resource Coordinator coordinates the planning, development and implementation of the Family Resource Center (FRC) and facilities use programs. The FRC is designed to provide resource navigation for members of the Bridge Lake Point Waunona community. The program Coordinator will provide the following functions:

### **Essential Functions (in no particular order)**

**Resource Navigation and Community Support** - Case management accounts for 50% of the work and requires roughly 1000 hours.

**Facilities Use** - Coordinate facilities use and staff building for facility usage

**Program Coordination and Development** - Creates, supports, develops, and maintains programming for community members

**Communication** - Promoting availability of rentable space, resources, and programming

**Documentation and Reporting** - In charge of data entry, recordkeeping, and grant reporting for applicable programs

### **Desired Qualifications**

- Bilingual. Proficiency in written and spoken English and Spanish.
- Strong knowledge of services available in Madison and the surrounding areas.
- At least 6 months of experience coordination/facilitation of nonprofits programs.
- Post-high school training of an associate degree in a field related to health and human services.
- Ability to build a positive work environment and be a team player.
- Detail oriented; ability to multitask, organize and follow through.
- Exhibit a high degree of interpersonal skills and cultural awareness.
- Demonstrate the ability to be a self starter and work independently.

**Hours:** Full time 40 hours per week. Monday through Friday 9:00 am to 5:00pm. Occasional weekends and late nights as needed. Hours are subject to change.

**Salary:** \$46,000-\$48,000 annual salary

**Benefits:**

- 403(b) retirement plan with up to 5% employer match
- Dental Insurance
- Health Insurance
- Life Insurance
- Paid time off

**How to Apply:** Interested applicants can apply by submitting their resume through Indeed or by emailing Michelle McKoy, our Center Director ([michellem@blwcenter.org](mailto:michellem@blwcenter.org)). If you have any questions call the BLW Neighborhood Center (608)441-6991.