



INSTITUTO FAMILIAR DE LA RAZA, INC.

Job Announcement (01/23/2012)

CultuArte Program Coordinator – La Cultura Cura

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Agency Description:

Instituto Familiar de la Raza, Inc. is a multi-service community health and social service agency with emphasis in serving the Chicano/Latino community in San Francisco with a special focus on the diverse needs of the Mission District. Services include a wide range of mental health, HIV related services, and social services including health promotion, education, prevention, early intervention, case management, clinical, psychological and psychiatric interventions as well as cultural/social and spiritual re-enforcement. The agency serves children, youth, adults and families; it has a rich history of working collaboratively with other agencies to meet the needs of the diverse Chicano/Latino communities, and other cultural/racial communities in San Francisco.

Program Description:

Instituto Familiar de la Raza/La Cultura Cura offers a range of services and opportunities to youth and their families with a particular emphasis on youth that have had contact with, or are at high risk of entering the juvenile justice system. Youth and families are provided with case management and mental health services in the community and have access to culturally oriented structured after-school arts and enrichment activities.

Essential Job Duties:

1. Conducts school and community visits.
2. Plans and implements educational, cultural, recreational activities for youth.
3. Participates in collaborative meetings, inter-agency trainings and meetings, and other events as requested.
4. Documents all encounters/contacts and maintains statistical data as requested.
5. Provides art and educational workshops for youth.
6. Coordinates guest artists and workshop assistants.
7. Organize performances and supervise rehearsals and shows.
8. Organize visits to cultural venues.
9. Responsible for the maintenance of all art supplies and equipment.
10. Documents class attendance and individual support services provided.
11. Offers college and career information and workshops for youth.

Secondary Duties:

1. Completes monthly reports to Program Manager and to funding sources when needed.
2. 2-Other duties as assigned.

Positions Supervised:

Guest Artists and Support Staff

Required Skills:

1. Bilingual English-Spanish
2. BA in performing arts or related field or a comparable combination of education and training.
3. At least two years of experience providing services to youth in and out the juvenile justice system.
4. Ability to work as a member of a multi-disciplinary team.
5. Knowledge of case management practices.
6. Excellent organizational and time management skills.
7. Knowledge of and sensitivity to issues of diversity in the Latino/Chicano community, especially around sexual orientation, culture, language and gender.
8. Minimum intermediate Word and Excel computer skills.
9. Fingerprint clearance and annual proof of TB test results required upon job offer.

Instituto Familiar de la Raza, is an equal opportunity employer, and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation. People of color are encouraged to apply.



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Preferred Skills:

1. Bicultural
2. Experience in a non-profit community agency

Compensation:

Salary range \$32,000.00 - \$36,000.00 annually depending on qualifications and experience. This is a part - time non-exempt position with benefits.

All full time positions at IFR are 35 hours per week and are entitled to health benefits, dental coverage, and access to vision plan, paid vacation, sick leave, paid holidays, and on-going opportunities for learning.

Physical Demands:

The position requires the physical ability to stand, walk, climb or balance and reach with hands and arms up to 75% of the work day; key at the computer regularly, and sit, talk, hear, use hands to finger, handle, feel or write, and to use sight for up to 100% of the work day; ability to lift up to 35 lbs. is needed occasionally; work in outdoors weather conditions is also required occasionally.

To Apply:

Submit cover letter and resume to:

Jesus Yanez, Program Manager
Instituto Familiar de la Raza, Inc
2919 Mission Street
San Francisco CA 94110
jesus.yanez@ifrsf.org