Academia Cuauhtli: Program Coordinator for Academia Cuauhtli
Job proposal, March 2021

Weekly scheduled hours: 40
Location: Austin, TX

Academia Cuauhtli is recruiting a full-time program coordinator in Austin, Texas to undertake a variety of administrative and program management tasks. Program Coordinator will help in planning and organizing programs and activities as well as carry out important operational duties.

Program coordinator is responsible for bringing Academia Cuauhtli mission to the community through our culturally relevant education program; a vibrant volunteer program; legislative advocacy, active presence at community events; and serves as liaison to our stakeholders which are the following: Nuestro Groupo/Academia Cuauhtli, Austin Independent School District, the Emma S. Barrientos Mexican American Cultural Center, the University of Texas at Austin, and the Texas Center for Education Policy.

Responsibilities

- Support planning and coordination of Academia Cuauhtli programs and its activities
    - Facilitate creation of Cuauhtli curricular units, instructional professional developments, evaluative process and maintaining a culturally revitalizing educational environment
    - Academia Cuauhtli regular program usually runs from September-April
    - Academia Cuauthli summer computer-coding camp is usually a four-week program during the summer
- Maintain budget and track expenditures/ transactions
- Manage relationships with Academia Cuauhtli team through various forms of telecommunications:
    - Regularly attend Nuestro Groupo meetings on Wednesdays from 7-8:30 pm at the Emma S. Barrientos Mexican American Cultural Center located at 600 River, Austin Texas
    - Communicate regularly with pedagogical core team
    - Regularly attend Saturday morning, Academia Cuauhtli
    - Schedule quarterly meetings with Academia Cuauhtli stakeholders
- Manage communications through media relations, social media, and etc
- Support growth and program development.
- Help build positive relations within the team and external parties
- Keep updated records and create reports or proposals

- Prepare paperwork per AISD instructions and order materials
- Support growth and program development
- Assist the Director with grant and proposal writing as appropriate to the objects and funding nature of the program; may participate in other fundraiser activities
- Manage Academia Cuauhtli team: which consists of one program coordinator assistants (20-hour position) and the team of four volunteers
- Educates staff, student volunteers, teachers and parents about current education policy issues and the linkage between public policies and create advocacy opportunities for Academia Cuauhtli student volunteers and staff.
- Recruits, nurtures, and mobilizes the volunteer program for community outreach activities including: recruit, train, and supervise volunteers; conduct volunteer training to educate community volunteers about Cuauhtli's mission and services.
- Recruit, train and coordinate teachers to teach Cuauhtli units
- Coordinates among staff to schedule volunteer activities and ensure that volunteers are meeting organizations ongoing needs, including dissemination of information related to services provided by Academia Cuauhtli.
- Establish support and growth of Academia Cuauhtli in our current sites at Metz, Perez, Sanchez, Zavala, and Houston Elementary schools from AISD.
- Ensures compliance with city or other regulatory agency requirements and policies
- Attend Nuestro Grupo meetings on Wednesdays from 7-8:30 pm at the Emma S. Barrientos Mexican American Cultural Center located at 600 River, Austin Texas
- Other related duties as assigned.
- Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing.