



**AMERICAN INDIANS IN TEXAS
AT THE SPANISH COLONIAL MISSIONS**
Keeping the Culture Alive

FHW Manager

The manager is responsible for overseeing the planning, development, implementation, and evaluation of current programs and initiatives operating within the AIT-SCM and their associated branches. They will ensure organizational goals, objectives, and deadlines are met and may be asked to work evenings and weekends. They will exemplify professional and ethical leadership, direction, and guidance to program staff and contractors and will foster collaboration among organizational stakeholders while maintaining confidentiality in all areas.

Primary Duties and Responsibilities

- Facilitates educational presentations in approved curriculum.
- Assists director(s) in the design of programing, timelines, budgets, and resource requirements.
- Collaborates with stakeholders (internal & external) to achieve program objectives and implement strategies.
- Recruits, interviews, and evaluates prospective and current team members and interns.
- Conducts program evaluations for all FHW offerings.
- Facilitates departmental meetings.
- Designs, develops and implements programing for FHW.
- Monitors program progress, tracks milestones, and ensures adherence to timelines and budgets.
- Coordinates the required number of contacts for program compliance.
- Provides guidance and support to program staff, contractors, and interns, including delegation of tasks, assignments, training, and performance reviews.
- Ensures effective communication & collaboration among team members and stakeholders.
- Mediates conflicts for resolution and communicates progress with the Director and Human Resources Manager.
- Prepares regular progress reports and presentations.
- Identifies areas for program improvement and makes data-driven recommendations.
- Engages with program participants and families to ensure their needs and voices are heard.
- Helps identify and mitigate potential risks that may impact programing and organizational success.



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Qualifications

- A minimum BA in social sciences and three years of supervisory experience working with community resources or ten years of experience in social services and supervision in a related field.
- Must be able to work afternoons, nights, and weekends as needed.
- Ability to pass DFPS, state, and federal background checks.
- Possess a valid Texas driver's license, reliable transportation, and current vehicle insurance.

Preferred:

- Strong leadership skills, with the ability to motivate and inspire team members
- Excellent organizational and project management abilities.
- Effective communication and interpersonal skills, with proven conflict resolution competency.
- Ability to build and foster relationships with diverse funders, partners, & stakeholders.
- Knowledge of program objectives, goals, evaluations, and techniques.
- Familiarity with current program regulations, relevant laws, and ethical guidelines.
- Knowledge of major software applications, such as Salesforce, Apricot, Word, Excel, and PowerPoint.

The successful candidate should share a genuine belief in the impactful work of AIT-SCM and the inclusive culture we have nurtured as an Indigenous-led nonprofit organization.

Please send resumes to our H.R. Manager at tonyd@aitscm.org with the title of the role you are applying for in the subject line.