



Position: ECHOflex Family Care and Support Manager

Reports to: ECHOflex Director

Status: Hourly, part-time

Hours: 20-28 hours/week. Must be available evening and weekend hours.

Wage Range: \$23-\$25/hour

Location: Mesa County based, hybrid

PURPOSE: Provide ECHOflex program coordination, group facilitation and Christ-centered family care to fulfill Project 1.27's vision and mission.

SCOPE: Responsible for ECHOflex program logistics; case management and co-leadership of ECHOflex groups; church & volunteer engagement; resources & data; administrative support; event and fundraising support.

RESPONSIBILITIES:

ECHOflex

- Facilitate ECHOflex mental health support groups
- Engage, encourage, and resource ECHOflex caregivers and families
- Facilitate delivering materials and resources to ECHOflex caregivers and families
- Provide training, guidance, and support to ECHOflex volunteers, co-facilitators and interns as assigned
- Track ECHOflex program data and expenses
- Develop and strengthen partnerships with churches, volunteers, and community partners to expand service delivery in Mesa County
- Develop and strengthen partnerships with churches, volunteers, and community partners to begin program implementation in 2-3 additional counties
- Participate in the development and delivery of Spanish-language ECHOflex materials & curriculum expansion
- Work closely with ECHOflex Director to meet program goals & objectives
- Provide administrative support to ECHOflex Director as needed
- Participate in community meetings as needed

Western Slope Team Collaboration

- Support & collaborate with Western Slope team in communicating with churches, volunteers, community partners, families and others about available resources
- Support Western Slope resource closet, church, community, and family events
- Contribute to the ideation and implementation of fundraising and appreciation events for Project 1.27 Western Slope families, volunteers, churches, donors and Mesa County DHS
- Represent Project 1.27 in Mesa County



General

- Participate in bi-weekly staff meetings and all-staff events (some travel required)
- Other duties as assigned

Character

- Is a consistent witness for Jesus Christ
- Maintains a Christ-like attitude in dealing with people within and outside of Project 1.27
- In full agreement with Project 1.27 mission, vision and values.
- Required to sign a statement of faith, staff covenant and staff/volunteer policy letter.
- Willing to uphold the mission, staff and stakeholders in prayer.
- Adaptable and discrete, maintains a high level of confidentiality.
- Self-starter who gets things done; able to inspire and motivate others.
- Respect for people of all backgrounds and a willingness to learn across differences.
- Able to combine care and compassion with healthy limits.
- Maintains servant posture toward church leaders, volunteers, county personnel and families

Competency

- Strong understanding of child welfare system
- Knowledgeable and confident in concepts relating to trauma, mental wellness, resiliency and strengths and growth mindset
- Experience working with churches, faith-based ministries and people from diverse backgrounds
- Demonstrated people, relationship development and networking skills
- Excellent written and verbal communication skills
- Bilingual fluency in Spanish & English highly preferred
- Demonstrated experience teaching, leading and facilitating diverse groups in virtual and in-person settings
- High-level computer skills with MS Office programs and web-based applications
- Bachelor's in social services, mental health or equivalent experience in related field preferred
- Team player with the ability to anticipate needs, take initiative, set goals and achieve

To apply, please send a cover letter and resume to info@project127.org