



Caldwell County Foundation

Part-Time Program Manager

Healthy Births Caravan: Caldwell County Tour

Organization	Caldwell County Community Services Foundation
Location	Caldwell County, Texas
Position Type	Part-Time, Grant-Funded
Schedule	Anticipated 20-25 hours per week; some evening or weekend availability may be required
Compensation	\$33 – \$38/hr. plus benefits, depending on experience
Reports To	Executive Director

About the Foundation

Caldwell County Community Services Foundation is a community-based nonprofit committed to improving the health, well-being, and self-sufficiency of Caldwell County residents. We work by building partnerships, strengthening local systems of care, and bringing resources to communities that have historically faced barriers to services.

About the Healthy Births Caravan

The Healthy Births Caravan: Caldwell County Tour is a mobile maternal and early childhood health initiative designed to bring care and support directly to families in high-need rural communities across Caldwell County. The program will serve communities including Dale/McMahan, Luling, Lockhart, Martindale, and Maxwell, with a focus on pregnant and postpartum women, families with young children, families facing transportation or housing barriers, and Black and Latina mothers who experience disproportionate maternal health disparities.

The Caravan will coordinate clinical partners, social service providers, Community Health Workers, doula support, transportation assistance, telehealth connections, community outreach, and evaluation to help build a stronger maternal health ecosystem in Caldwell County.

Position Summary

The Part-Time Program Manager will coordinate day-to-day implementation of the Healthy Births Caravan. This position will manage program logistics, coordinate partners, support Community Health Workers, help organize Caravan events, assist with participant follow-up, support data collection, and work closely with the Executive Director to keep the initiative moving forward.

This is a hands-on coordination role for someone who is highly organized, community-centered, and comfortable working with multiple partners. Project Management experience is ideal. The position is part-time, but it requires strong ownership of timelines, communication, and follow-through.

Key Responsibilities

- Coordinate Healthy Births Caravan events across Caldwell County communities.



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- Serve as the primary day-to-day contact for program partners, Community Health Workers, doulas, volunteers, and community sites.
- Support recruitment, onboarding, scheduling, and supervision of part-time Community Health Workers.
- Coordinate outreach and help ensure families know about and feel welcome at Caravan events.
- Track participant follow-up, referrals, transportation supports, and service connections.
- Help coordinate doula referrals, social service connections, telehealth supports, and partner participation.
- Work with the external evaluator to support surveys, data collection, and reporting.
- Help organize Community Advisory Board meetings, materials, stipends, and follow-up.
- Maintain program calendars, partner communications, records, event checklists, and supply lists.
- Support grant reporting and sustainability planning in partnership with the Executive Director.

Ideal Qualifications

- Experience in nonprofit programs, public health, maternal health, community health, social services, care coordination, or related work.
- Project Management experience preferred.
- Strong organizational and communication skills.
- Highly skilled at managing multiple details, partners, and deadlines.
- Experience working with rural communities, families, or underserved populations.
- Commitment to culturally responsive, trauma-informed, and family-centered service delivery.
- Experience supervising or coordinating staff, contractors, volunteers, or community workers preferred.
- **Bilingual English/Spanish strongly preferred.**
- Familiarity with Caldwell County or Central Texas communities preferred.
- Valid driver's license, reliable transportation, and ability to travel throughout Caldwell County required.

Compensation and Schedule

This is a part-time, grant-funded position anticipated at 20-25 hours per week. **Hourly compensation is \$33 – \$38/hr. plus benefits, depending on experience.** Some evening or weekend availability may be required for community events. Mileage reimbursement will be provided for approved travel throughout Caldwell County.

How to Apply

Please submit a resume and brief cover letter explaining your interest in the position and your experience working with community-based programs, maternal health, public health, nonprofit coordination, or related work to:

info@caldwellcountyfoundation.org

Equal Opportunity Statement

Caldwell County Community Services Foundation is an equal opportunity employer. We encourage applications from individuals with diverse backgrounds, experiences, and perspectives, including candidates who have lived experience in rural communities or experience navigating health and social service systems. We are committed to creating a respectful and inclusive workplace, and to serving Caldwell County families with dignity, compassion, and care.