



www.parentvillages.org

Position Description for Program Coordinator

Our organization is currently seeking a program coordinator to help carry out our mission, vision and goals for families in our community, in a professional manner. In this role, you will oversee the daily operations and assist with scheduling and implementing programs within the organization. You will coordinate programs and support organization's staff, who will be providing services to individuals and families in the community. You will also assist with outreach and networking strategies to ensure program participation and support; as well as assist with administrative tasks in preparation for grant requests and funding from outside sponsors. Some evening and weekend availability is preferred.

Reports to President & CEO

Essential Responsibilities:

- Schedule and oversee daily program operations.
- Provide regular supervision to program volunteers.
- Request for purchase of supplies for staff and program.
- Making sure programs are in compliance with grant requirements/expectations.
- Provide clerical and data support, as needed; including assistance with preparation of grant requests and funding from outside sponsors.
- Attend community meetings.
- Manage marketing and outreach in the community.
- Perform other related duties as needed.

Expectations:

- Maintain professional behavior and confidentiality
- Represent Parent Villages in a professional manner to participants, other stakeholders and community partners.
- Demonstrate commitment to Parent Villages' mission of building a bridge to close the opportunity gap and improve the lives of those in our community.
- Operate in a professional manner and in alignment with Parent Villages' anti-discriminatory practices

Qualifications:

- Must have a high school diploma or equivalent.
- Must have a minimum of an associates degree or the equivalent of 2 years experience working with children, families, or in the social services field.
- Must have a valid ID and driver's license.
- Must have access to reliable transportation.
- Must be able to pass a background check and CORI and SORI illustrate that the candidate can engage on an individual basis with vulnerable populations such as children, victims of crime, elderly, and individuals with physical limitations and impairments.

Benefits:

- This is a part-time position with an average work-time of 25 hours per week. There are no benefits being offered with this position.
- This is a grant-contracted position.

Salary:

- The starting salary for this position is \$20.40/hour.

Schedule:

- Tuesday through Friday
- 9:30am-3pm

Applications Due:

Submit a letter of interest and resume immediately to info@parentvillages.org.

Serious inquiries only, please submit your letter of interest and resume to info@parentvillages.org.