



Program Coordinator

General Information about the Position

Help build strong and healthy families with your skills and compassion. Your responsibilities are to plan, direct, or coordinate parenting education programs and differential response program. This position will supervise Case Managers and Class Facilitators. Must be able to work effectively under stress and with minimal supervision. Must be a team player and work in a collaborative manner with co-workers, volunteers, families, other agencies and groups. Solid communications and organizational skills needed. Other duties as assigned.

Essential Functions (partial list):

- *Organize, oversee and coordinate programs to ensure quality, continuity and grant compliance and availability of services.
- *Supervision of staff to assist and support with program implementation, case management, charting and statistical reporting; work with staff to build cohesive environment, including team building.
- *In collaboration and cooperation with the director will monitor program budget to ensure compliance with grant requirements.
- *Other responsibilities may be assigned based on business necessity.

Knowledge, Skills, and Abilities

- *Ability to perform complex tasks and to prioritize multiple projects.
- *Coordinate and oversee parenting education programs. *Prepare clear, concise and well-written reports.
- *Knowledge of Family Resource Center philosophy and parenting education program curriculum.
- *Must have curriculum certification (Child Abuse Prevention/Parenting Education) or be willing to obtain within 90 days of employment. *Computer skills a must. Experience using Microsoft Office (2007 or later) to complete regular tasks. *Bilingual skills desired and preferred but not required.

Education

B.A. Degree in the field of Human or Social Services desired or 3-5 years' experience in a similar capacity, with one to two years in a lead or supervisory role.

Position Status

- * Full-time, hourly position; scheduled hours
- * Benefits – Medical/Dental/Vision; paid Life Insurance; *Vacation, Sick Time, 10 Holidays

Must Obtain

Clearance for TB, fingerprint / background and drug required; must successfully pass pre-employment screenings

For More Information and Consideration

Submit a cover letter and resume to Executive Director. Position open until filled. **Updated June 2017