



Job Description

Position Title: Program Coordinator

Time Commitment: 35 hrs/wk

Reports to: Executive Director

Revised Date: July 2022

Description

The purpose of this position is to support clients in our programs by building relationships with them and monitoring their progress and adherence to our policies and procedures.

Qualifications

Required:

- Bachelor's degree in Human Services; Social Work; MSW preferred

Desired:

- Case Management Experience
- Computer/technology literacy, MS Office, donor software and social media knowledge

Competencies *(Knowledge, Skills and Behaviors)*

- Technical skills: proficiency in Microsoft Word and Excel. Experience using databases, doing data entry, queries, reports, etc. required
- Effective verbal and written communication skills required
- Excellent organizational and time management skills required
- Household budgeting skills required
- Effective presentation skills required
- Interpersonal skills with the ability to nurture and enable/empower others desired
- A high level of emotional intelligence required
- Ability to maintain a demeanor of professionalism required
- Openness and willingness to adapt to change and work collaboratively with a variety of diverse situations, individuals and groups required

Job Responsibilities/Expectations

- Research and establish awareness and partnerships with colleges, trade schools and other community resources
- Perform evaluation of intake forms and interview potential clients
- Build relationships with clients, providing them with support and fulfilling their spiritual, physical and emotional needs with available resources when possible
- Connect and pray with clients on a regular basis, if they desire
- Create a calendar of incentive programs for our clients to assist them in moving forward in their growth journey. i.e. budgeting, home buying, estate planning, cooking classes, health and fitness
- Maintain records for each client including all programs and resources used to ensure that all contractual policies and procedures are followed
- Support in the development and implementation of company policies and procedures, as well as compliance with them
- Routinely update databases with resource lists, records, and inventories

Physical Requirements

- Must be able to lift up to 40 lbs.