

Job Description



POSITION TITLE	PROGRAM COORDINATOR
DEPARTMENT/SITE	CORPSMEMBER DEVELOPMENT DEPARTMENT
REPORTS TO	DIRECTOR OF CORPSMEMBER AND COMMUNITY ENGAGEMENT

POSITION SUMMARY

Reporting to the Director of Corpsmember and Community Engagement, the Program Coordinator is a key contributor to the organization's success and sustainability by contributing to the accomplishment of the organization's mission, related to recruitment and Corpsmember Development contracts. She/he will provide administrative guidance and support for the organization's recruitment initiatives, outreach, and enrollment efforts. The primary responsibility of the Program Coordinator is to ensure the effective placement of [REDACTED] youth into [REDACTED] programs through a comprehensive recruitment strategy and implementation plan, assigning of youth to appropriate contracts for supportive services, and ensuring contractual obligations are met/exceeded. The Program Coordinator will maintain consistent communication between with the Recruitment team, Corpsmember Development staff, Program Directors, Program Managers, and the Intake Specialist to ensure contract enrollment numbers and outcome goals are met for all contracts.

ESSENTIAL RESPONSIBILITIES

RECRUITMENT & INTAKE

- Oversees Recruitment and Intake Services staff
- Create annual recruitment strategy and goals for staff to ensure contractual and program requirements are met in a timely manner, updating as needed.
- Works with the [REDACTED] Work and Education program staff to ensure that the enrollment needs and contractual goals are met.
- Meet with external partners to build relationships and develop pipelines for recruitment and outreach efforts, examples include [REDACTED]
- Meet with internal departments to facilitate a forum for recruitment-related discussions
- Submits weekly and or monthly progress reports in a timely manner. Reports should capture program progress accurately throughout the reporting period.
- Monitors, reviews and submits for approval all recommended personnel-related actions for assigned staff and change orders for assigned projects, as necessary.
- Provides direction and staff development opportunities to [REDACTED] staff and corpsmembers.
- Oversees contract compliance and program outcomes.
- Maintains necessary files and documentation for contractual requirements.
- Plans and attends regular program meetings to ensure operations and program goals are being met.

CONTRACT COORDINATION

- Manage contractual requirements for current CMD grants/contracts.
- Communicate contractual needs with Recruitment team and Case Management team to ensure full enrollment in all contracts are met before contract enrollment deadline.
- Maintain physical/electronic files and documentation in compliance for contractual requirements.
- Plan and attend program meetings to ensure that operations and program goals are being met.
- Develop internal goals, metrics, timelines, and processes to fulfill contractual obligations.

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REPORTING

- Prepare required reports to meet funders and contractual obligations. Prepare monthly report outlining updated enrollment numbers and client rosters in collaboration with the Intake Specialist.
- Monitors and maintains documentation of client services, ensuring compliance with agency policies and procedures, Department of Labor contract(s) and other agencies' standards and guidelines.
- Maintains and updates files for all clients with supporting documentation, while entering and tracking all pertinent participant data and case notes in the [REDACTED] internal data collection software as well as contract specific data collection systems.
- Tracks and complies with all due dates, paperwork and other assigned contract requirements.
- Coordinates follow-up services and supports to participants for at least one year after completing [REDACTED] the assigned program.
- Advanced utilization of Paycom and ECM database platforms

SKILLS/REQUIREMENTS

- Demonstrate excellent analytical skills; characterized by identifying, assimilating and comprehending the critical elements of various situations, and extracting and interpreting the implications of courses of action.
- Demonstrate excellent communication and presentation skills (verbal and written); characterized by actively listening and ensuring respectful two-way communication.
- Demonstrate sensitivity, understanding, and the ability to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds.
- Demonstrate strong time management skills and a high level of attention to detail.
- Demonstrate a high level of accountability, responsibility, and dependability.
- Demonstrate teamwork through cooperation and collaboration with others.
- Demonstrate a positive attitude, self-discipline and self-awareness.
- Ability to prepare concise, logical and grammatically correct documents, reports, and presentations.
- Ability to accept, direct and perform responsibilities and assigned tasks as a project team member in support of the overall project.
- Ability to explain policies, procedures, directions and represent the [REDACTED] philosophy and values to a wide range of audiences (Corpsmembers, programmatic staff, management and the public).
- Ability to structure tasks, establish priorities and set goals.
- Ability to effectively perform the physical requirements of the job, as well as train others.
- Ability to effectively provide presentations, work demonstrations, and instruction to others to promote and establish of culture of safety.
- Ability to balance competing priorities and multiple stakeholders.
- Ability to work independently.
- Intermediate level of computer skills (Microsoft Office environment) including Excel, Word, PowerPoint, software and Internet research.
- High level of interpersonal skills, integrity and the ability to keep information confidential.
- Uses good judgment, evaluates alternatives in the achievement of quality outcomes.
- Results-/Solution-oriented; flexible.
- Passion for [REDACTED] and ability to articulate its mission.

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SUPERVISORY RESPONSIBILITY

This position may have supervisory responsibility over corpsmembers, supervisors, volunteers and/or other temporary staff, or a combination of these.

WORK ENVIRONMENT

This position operates in multiple environment settings, including but not limited to a professional office environment, outdoor field work, or driving vehicles for programmatic needs. The office setting role routinely uses standard office equipment such as computers, phones, copiers and filing cabinets.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit, use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; and talk or hear. The employee must occasionally lift or move up to 25 pounds. Specific vision requirements of the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

TRAVEL

The employee must be able to safely drive him/herself locally as required by the duties and responsibilities of the position. This may also require travel to trainings and/or conferences required by funding source(s).


REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree (from an accredited institution) in a related field; *and*
- Minimum of four (4) years' experience in project coordination;

PREFERRED EDUCATION AND EXPERIENCE


- Any combination of experience and education that would achieve the desired outcome, as determined by the Executive, Deputy and Human Resource Directors.

OTHER DUTIES AND REQUIREMENTS

-  Class C Driver's License
- Perform other duties as assigned.

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties and/or responsibilities that may be required of the employee for this job. Duties responsibilities and activities may change at any time and without notice.




AA/EEO STATEMENT

It is the policy of  to seek and employ a qualified workforce at all locations, job sites, and facilities, and to provide equal employment opportunities for all applicants and employees in recruiting, hiring, placement, training, compensation and benefits, promotion, transfer, and termination.

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JOB DESCRIPTION ACKNOWLEDGMENT

I have read this job description and fully understand the requirements set forth therein. I further understand that this job description does not constitute an employment contract or promise with   and that employment in this position is at-will, meaning employment may be terminated with or without notice or cause at any time either by me or by .

Employee Signature

Date


Equal Opportunity Employer
