

Community Partners in Caring is accepting applications for a part-time 30-hour per week position.

**Job Title: Program Coordinator**

Under the general supervision of the Executive Director, coordinate activities related to CPC's Volunteer Program. The incumbent is responsible for coordinating the activities that support achievement of grant objectives as well as overall organizational goals as they relate to CPC's Volunteer Program. S/he is responsible for outreach efforts; marketing; recruitment, screening, monitoring, and retention of volunteers; oversees volunteer orientation and training protocols; trains collaborating partners and families in submitting ride requests; may represents CPC at meetings, speaking engagements, and events; reviews and improves volunteer demographics, culture and infrastructure that results in high quality, committed volunteers; ensures monthly volunteer e-news is sent out, maintains volunteer web pages and maintains volunteerism presence on social media; works collaboratively with the Executive Director, staff, interns, and volunteers to support effective program management and program expansion.

The incumbent performs professional duties and is expected to make decisions concerning appropriate procedures. The incumbent will be self-directed and will have frequent interaction with the Executive Director, staff, interns, volunteers, and the general public. All employees are expected to be actively involved in fundraising related activities.

**ESSENTIAL JOB FUNCTIONS:**

1. Plans, organizes, and coordinates implementation of the activities, services, and operations of the Volunteer Program's goals and objectives.
2. Oversees and monitors Program deliverables.
3. Collaborates with the Executive Director and other staff as needed in order to effectively implement program objectives.
4. Establishes and maintains accurate, timely, and completes recordkeeping processes, ensuring that grant reporting requirements and restrictions are observed.
5. Communicates an informed understanding of the objectives and outcomes of the program to staff and board members.
6. Represents CPC at meetings, events, and public speaking engagements; makes public presentations.
7. In conjunction with the Executive Director, coordinates, compiles data, and prepares written reports.
8. Assists in the establishment and maintenance of an advisory committee; serves as a member of the committee, coordinates meetings, sets agendas, and maintains meeting records.
9. Collaborates with Volunteer Coordinators in the retention, training and appreciation of Volunteers; ensures high level of satisfaction among volunteers; manages volunteer training and appreciation budget ensuring effective use of funds.
10. Collaborates with Volunteer Coordinators to ensure high level client satisfaction with CPC services.
11. Takes the lead in establishing new Volunteer orientation content and provides orientations.
12. Reviews and oversees the tracking of all Volunteer worker files; accountable for ensuring background checks are completed and kept updated in the data system.
13. Assists in developing brochures, media information, press/news releases, and other materials to publicize events or provide information on programs and services; accountable for ensuring materials are distributed to partners; manages outreach and marketing budget ensuring effective use of resources.

14. Collaborates with staff on the management of CPC's website and ensures consistent and effective use of social media outlets.
15. Other duties as directed by the Executive Director.

**Skills and Abilities:**

Excellent communication: oral and written;  
Excellent interpersonal skills;  
Knowledge and ability to use a computer, office software, and social media;  
Excellent organizational skills;  
Experience coordinating and implementing programs in an a non-profit setting;  
Program management and general recordkeeping;  
Work collegially with staff;  
Exceptional time management and organizational skills;  
Commitment to greater than 40% on-duty time spent of out-of-office conducting volunteer outreach and recruitment;  
Outreach and public relations experience;  
Grant management and reporting experience preferred;  
Bilingual (English/Spanish) preferred.

**Education and Experience:**

A bachelor's degree in an area related to the objectives of the program. Business major preferred.

**Working Conditions:**

Duties are primarily performed in an office environment, at a desk or at a computer terminal;  
Outreach and public relations activities will require the incumbent to travel within CPC's service area.  
Saturday and or Sunday hours may be required on occasion.  
The incumbent will experience interruptions while performing normal duties during the regular workday.  
The incumbent will have contact, in person or on the telephone, with executive, staff, volunteers, clients, collaborating partners, and the general public.

**Physical Demands:**

Typically may sit or stand for extended periods of time.  
Operates a computer keyboard  
Communicates over the telephone and in person.  
Regularly lifts, carries and/or moves objects weighing up to 15 pounds.

**Special Qualification:**

Patience and evidence of a sensitivity to and understanding of the special needs of the elderly.  
Ability to convey emotions, especially compassion, when speaking with clients and volunteers.

Community Partners in Caring embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential. Interested applicants must complete an employment application and provide their resume. Contact [partnersincaring.vpc@gmail.com](mailto:partnersincaring.vpc@gmail.com)