TITLE: Program Coordinator

POSITION SUMMARY

Des Moines non-profit seeks Program Coordinator.

The Coalition for Children and Family Services (Coalition) is a member-driven association. Through a private-public partnership, the Coalition represents member organizations working to serve families and create positive outcomes for children, families, and communities.

The Program Coordinator will be an important member of the Coalition’s Leadership Team. This position will take direction from and report directly to the Executive Director. The Program Coordinator will ensure programs are meeting the mission, vision, and strategic plan of the organization to effectively meet the need of its member organizations.

The Program Coordinator will be responsible for evaluating and implementing ongoing programs administered by the Coalition. This candidate must have knowledge of maintaining and managing programs within budget parameters. The ideal candidate will be a creative, innovative thinker with the ability to be a self-starter and work independently.

This is a full-time position with a flexible schedule, competitive salary and benefits. This is a great opportunity to use your creative talents and be a part of our collaborative team.

If interested, please send resume, references and a paragraph about why you would be a valuable member of our team to TheCoalition2013@gmail.com.

RESPONSIBILITIES

- Support planning and evaluation of organization’s programs.
- Identify, develop, and implement program evaluation strategies.
- Assist in the planning and implementation of training.
- Grant research, writing, and management.
- Development and implementation of new programming to meet innovative needs of the organization.
- Data collection and analysis.
- Communication with volunteers and members, including written and oral communication, social media and web site development and maintenance.
- Assist in organization and production of training events.
- Maintain membership database.
EDUCATION

- Minimum, Bachelor’s Degree.

REQUIREMENTS

- Minimum, Three years of experience in the human services. Child welfare experience beneficial.
- Experience in program management and implementation.
- Experience with program analysis and data collection.
- Experience analyzing and interpreting policy.
- Strong written and verbal communication skills.
- Knowledge of budget and reporting.
- Strong time-management and organizational skills.