

***Center for Multicultural Cooperation
Program Coordinator
Job Description I***

Center for Multicultural Cooperation: The Center for Multicultural Cooperation provides quality youth leadership and service experiences that connect generations, cultures, and communities.

I. JOB SUMMARY

The Program Coordinator I position is a part-time or full-time, non-exempt position, which is responsible for daily operations of CMC programs and services for participants.

The Program Coordinator I will develop, strengthen and support the implementation of the CMC programs and community involvement in the program. The Program Coordinator I will oversee activities related to recruitment, training, and the day-to-day operations of the CMC programs. The Program Coordinator I will also assist the Program Coordinator II in outreach efforts to build broad-based community support and involvement that enhance the program's overall growth, fund development and sustainability.

II. COMPENSATION

Based upon experience. Starting at \$12 hourly.

III. SPECIFIC DUTIES AND RESPONSIBILITIES [include but are not limited to]

The Program Coordinator I will report to the Program Manager/Regional Manager/Director of Operations

- **Program Operations**
 - Assist in coordination, development and facilitation of in-service trainings and program events and activities
 - In compliance with contracts, provide direct program implementation and/or technical assistance and support to after-school programs and other program sites
 - Maintain updated files for all program participants and program sites
 - Manage systems and procedures for participants and program evaluations
 - Manage and coordinate program volunteer participants
 - Collect program data, reports and evaluations and track program outcomes
 - Collaborate with program staff on continuing growth and development of overall program and services
 - As needed, coordinate other employees, AmeriCorps members, Interns and Service-learning students, etc.
 - Collaborate with program staff on development and direction of the volunteer program
- **Program Outreach and Promotion**

- Develop and maintain outreach plan to recruit youth participants and to build community awareness and support for the program
- Participate in overall program marketing and outreach efforts
- Support the establishment and maintenance of effective community collaborations, partnerships and advisory bodies
- Plan and coordinate annual community premiere, promotional and other events to showcase program under guidance of Program Coordinator II/Program Manager and within approved budget guidelines
- Identify potential partners and sponsors and work with Program Coordinator II/Program Manager and/or Director of Operations to cultivate relationships
- **Agency Activities**
- Participate in agency staff meetings, organizational planning and other agency-related functions
- Maintain organized work area and files
- Treat people with dignity and respect at all times in all situations
- Other duties as assigned, including, but not limited to working as a part of program and agency teams

IV. JOB REQUIREMENTS

- **Education**
- Associates Degree from an accredited institution preferred and/or 2 years experience in related field
- **Experience**
- 2 years experience working with youth
- 2 years experience working with the community and youth engagement
- 2 years experience working with diverse communities
- 1 year of project management experience
- **Supervisory experience**
- 2 years experience guiding students to complete projects
- **Technical proficiencies**
- Must be able to use word processing, spreadsheet and presentation software, including data merging
- Must be able to perform basic internet research
- Must be proficient with video production and editing
- **Communication skills**
- Excellent written communication skills (including emails to staff, parents, partners, funders, public, students)
- Ability to communicate project goals and needs to staff
- Ability to analyze technical information and communicate to nontechnical audiences
- Ability to use and guide others to use the various programs website
- Ability to assist Program Manager in drafting grant, sponsorship and partnership proposals
- Ability to present to small and large groups
- **Decision making**
- Must be able to take initiative in executing necessary tasks to complete project goals
- Must be able to make purchasing decisions according to approved budgets
- Must be able to make quick decisions aligned with CMC policies and procedures
- **Other competencies or skills**
- Must be able to attend weekly staff meetings and premiere events
- Must be able to lift 30 lbs

- Must be able to work as a team
- Must be able to guide and facilitate leadership development and team-building activities
- Must be able to work some evenings and weekends
- **Background checks or licensing**
- Criminal background check
- Reference checks
- Education verification
- Drug test
- Reliable transportation
- Driver's license and proof of insurance

How to apply: Please send resume to ernesto@cmcweb.org