



PROGRAM COORDINATOR

About Us: Partnerships for Permanence is a non-profit organization comprised of former foster youth and adoptees coming together to raise awareness and actively work to improve the child welfare system. To do this, we utilize our team to meet with youth, professionals, and families in workshops, group meetings, conference presentations, and individual consultations.

Responsibilities

Our executive team is looking for a contracted part-time Program Coordinator to help develop and administer a variety of essential programming. The Program Coordinator will be responsible for a variety of tasks, including, but not limited to:

- Drafting, editing, and submitting administrative and program objectives to the appropriate executive team member(s), along with projecting the means for proper execution;
- Providing administrative support for the development, implementation, and marketing of programs and organizational objectives;
- Coordinating administrative support activities, whether with current team members or volunteers engaged in the implementation of administrative or program objectives;
- Performing clerical and administrative support tasks as needed, including but not limited to: content creation, typing, and editing of programming materials, reports, and other documents;
- Assisting with the grant and proposal writing process for the purposes of acquiring additional funding once familiar enough with the organization's objectives; and
- Performing specialized tasks where necessary and/or miscellaneous job-related duties as assigned.

Requirements

You must meet the following educational requirements:

- Have a high school diploma or GED; and
- Be recently graduated from an eligible university.

You must also meet the following skill requirements:

- Some experience with event planning;

- Some experience with graphic design for marketing purposes;
- Strong written and oral communication;
- The courage to try or learn something new;
- The courage to ask questions when something is not clear to you;
- The courage to receive constructive criticism and use it to better yourself;
- The courage and ability to make administrative and procedural decisions when executive direction is not available;
- The ability to perform clerical, word processing, and other basic administrative office skills; and
- The ability to interact with clients and team members in a polite and professional manner, consistent with P4P's organizational mission and vision.

And the following other requirements:

- Willingness to sign and abide by an industry standard non-disclosure agreement.
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