

# Job Description

**Job Title:** Community Programs Coordinator

**Position Type:** Administrative

**Reports to:** Community Outreach Manager

**Schedule:** Full-time

**Status:** Hourly Non- Exempt

**Compensation Range:** \$20.00- \$22.00 an hour, paid biweekly

## **JOB SUMMARY**

Responsibilities include extensive work with youth, preparing reports, outreach, social media, and maintaining organized filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools. Must be able and willing to discuss sexual health for the HIV/STI testing program.

## **CANDIDATE PROFILE**

### **Qualifications**

#### **Education and Experience**

- Associates degree in communications, education, or a related field
- 3-5 years of work experience in an administrative/program coordination
- Must have exceptional attention to detail
- Strong organizational and time management skills, and ability to prioritize
- Must be a self-starter and driven
- Excellent communication and interpersonal skills
- Strong problem-solving skills and analytical abilities
- Must be proficient with Microsoft Office and Google products
- Experience using Monday and WordPress software preferred – but we will train!

#### **Background**

- Able to pass an extensive background look that includes, civil and credit checks.
- Handle multiple tasks at one time
- Work successfully as part of a team, while under pressure
- Operate and use all equipment necessary for office operation, phone, fax, computer
- Able to sit for extended periods of time not to exceed 4 hours.
- Work varied hours/days based on business needs
- Able to work in a fast-paced environment
- Able to prioritize tasks and work with minimal supervision
- Be able to communicate clearly and effectively in English.
- Bi-lingual in Spanish preferred

## **Responsibilities**

- Plan and coordinate community events, workshops, and meetings for identified priority populations.
- Help coordinate HIV & AIDS services, including condom distribution activities, at the Community Resource Center and scheduled community events alongside community partners.
- Assist with managing long-term program goals to include but not limited to program such as Diversity SHINES to ensure goals are met
- Promote events, campaigns, resources, and information through appropriate channels for print, social media, and network channels of communication
- Assist in social networking ad placements geared toward the LGBTQ+ community
- Assist with identifying community testing locations and coordinate testing events as needed
- Assist in DCVC-branded outreach and educational materials related to DCVC programs.
- Network with community partners to establish referral processes, in order to increase the reach of DCVC programs into priority populations.
- Uphold the standards of DCVC around identity and youth's self-identification
- Plan and coordinate community events, workshops, and meetings related to LGBTQ+ youth development and support
- Assist in linking youth in need and in crisis to appropriate resources, including mental health resources
- Identify and recruit facilitators for youth programs
- Monitor and oversee implementation of youth program related activities
- Prepare reports and data collection using specified PEI tools and spreadsheets according to VCBH funders, including program related activities
- Lead in VCBH quarterly and yearly reviews, including understanding budgeting
- Work in partnership with parents/guardians of enrolled youth.
- Nurture new and old relationships with collaborative partners
- Participate in staff development activities as needed
- Serve on committees as needed

## **Requirements**

- Proven experience as an programs assistant, office coordinator
- Ability to work with youth effectively and appropriately
- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task

## **Physical Requirements**

- Ability to sit for 4 hours at a time in a quiet environment
- Ability to stand for 4 to 8 hours (event specific)
- Ability to walk continuously for 1-2 hours (event specific)
- Ability to lift 50 lbs.
- Ability to walk while carrying 50 lbs. (event specific)
- Ability to lift overhead 10 lbs.