

# Service Coordinator (SC) – Part-Time

**Organization:** Kinship Caregivers Connect (KCC)

**Position Type:** Part-Time (10–15 hours/week; ~12 hours average); non-exempt employee; eligible for overtime

**Location:** Primarily remote with occasional in-person events or meetings in Ohio as needed

**Hourly Rate:** \$35/hour

**Estimated Annual Compensation:** \$21,000 - 27,000 at 10- 15 hours per week

**Supervisor:** Executive Director (Angela Tobin)

---

## Position Overview

The Service Coordinator (SC) plays a key role in supporting the implementation, coordination, and ongoing success of Kinship Caregivers Connect programming. This position is responsible for managing caregiver engagement processes, coordinating events and support groups, maintaining communications and digital platforms, and supporting program logistics and evaluation.

This is a highly collaborative role that works closely with the Executive Director and other team members to ensure smooth day-to-day operations and high-quality service delivery to kinship caregivers.

---

## Key Responsibilities

### Program Coordination & Implementation

- Coordinate monthly programming, including scheduling support group speakers and managing logistics
- Facilitate weekly support groups (including preparation, moderation, and follow-up)
- Plan and support events, including outreach, logistics, and day-of coordination
- Create and distribute monthly program flyers
- Conduct Kinship Family Well-Being Consultation Sessions as needed

### Caregiver Engagement

- Manage caregiver intake process, including monitoring submissions and conducting outreach
- Conduct ongoing caregiver check-ins and follow-ups
- Maintain accurate intake and engagement logs

## **Content & Communications**

- Update website with resources, recordings, and program information
- Edit and upload presentation recordings (ensuring confidentiality)
- Develop and distribute weekly newsletters
- Manage social media posting across platforms

## **Administrative & Operational Support**

- Assist with file organization and updating internal documents
- Contribute to protocol and process documentation
- Support basic reporting and tracking needs

## **Evaluation & Reporting**

- Track caregiver attendance and engagement
- Support surveys and annual impact reporting
- Maintain program data and documentation

## **General Support**

- Monitor and respond to program-related emails
- Support caregiver directory updates and communications

---

## **Qualifications- break into preferred versus required**

### **Preferred:**

- **Master's degree or higher in a human services-related field** (e.g., occupational therapy, social work, counseling, psychology, public health, or similar)
- Knowledge of kinship care and the unique needs of kinship families
- Knowledge of organizations and resources in Ohio
- Experience with program coordination, community engagement, and direct service to families

### **Required:**

- Bachelor's degree with at least two of relevant experience directly serving families in the community (if candidate does not have master's degree or higher)
- Strong organizational and time management skills
- Excellent written and verbal communication skills

- Comfort with digital tools; ability to learn new platforms quickly (e.g., email platforms, social media, Zoom, basic website updates)
- Ability to work independently and collaboratively in a remote environment
- Proficiency with Microsoft 365 (word, powerpoint, excel)

## Work Schedule & Compensation

- **Hours:** 10–15 hours per week (average ~12 hours/week)
  - **Compensation:** \$35/hour
  - **Estimated Annual Pay:** ~\$21,000
  - **Core availability:** Ability to attend one weekly evening support group and occasional evening events
  - **Pilot period:** 12-month appointment with continuation contingent on funding and performance
- 

## Additional Information

- This is a **part-time, flexible position** with some evening hours required for support group facilitation or events
- Occasional fluctuations in hours may occur based on programming needs (e.g., events or onboarding support)
- Hours may differ week to week based on current programming needs and Holiday breaks
- This role does not include fundraising strategy, board governance, or financial management, which remain with the Executive Director and the Board of Directors

**Link to apply to position:** <https://forms.office.com/r/LJELF7fnWH>