



## Program Coordinator

<b>Date Posted: 08/30/2023</b>	<b>Date Expires: Until filled</b>
<b>Position title: Program Coordinator</b>	<b>Reports to: Director of Prison Programs</b>
<b>Department: AIDA Prison Programs</b>	<b>Status: \$30/Hourly</b>
<b>Position type: Part time/Mid-level</b>	<b>Relevant work experience: Facilitation</b>

**Position summary:** Program Facilitator is to work under the supervision of AIDA's Director of Prison Program and Executive Director (ED) and leads AIDA's program inside of a CDCR's institution. The Prison Facilitator will be a liaison between AIDA and the prison administration at a CDCR institution, and between the prison facilitator team and the AIDA organization. They will be the "face" of AIDA with the prison staff at that institution.

### **Job Responsibilities**

- Facilitate program curriculum during weekly sessions and through correspondence as needed.
- Provide participants with supportive feedback on their completed assignments.
- Coordinate interactions with CDCR regarding program logistics and program materials; maintain adequate supply of AIDA program materials.
- Support Director of Prison Programs with processes involved in recruitment, selection and training of new facilitators.
- Maintain up to date and detailed records of program participants' attendance, assignments, progress and graduations.
- Keep AIDA Prison Program Director and Executive Director up to date and informed regarding program status and issues.
- Navigate scheduling and communications with sponsors, CRM and other institution personnel.
- Prepare and distribute Completion Chronos for all graduates.
- Attend program staff meetings.
- Assist with program evaluation, including support for evaluation consultants on site visits, data collection and entry, and communications with facilitators involved in evaluation efforts.
- Respond promptly to emails and phone calls/texts.
- Maintain close communication with the Director of Prison Program and Executive Director.
- Complete other duties as assigned.



- Contribute to program marketing materials, etc as requested
- Coordinates special events program, including donor and other guest visits inside prison.
- Represent the agency with professionalism, integrity and a commitment to excellence at all times.

### **Minimum Qualifications**

- Previous experience in a nonprofit setting is preferred (not required).
- Skills in working with diverse clients, staff and communities.
- Effective presentation skills, ability to plan and facilitate individual and group training sessions on a variety of program related topics.
- Excellent oral and written communications skills with demonstrated ability to effectively communicate with participants, staff and community partners.
- Highly organized
- Must be hard-working, motivated to learn, a self-starter, trainable and an excellent role model. Well organized and goal oriented.
- Ability to work evenings/weekend \*Specifically on Saturday between 6pm-8pm at SQ and Sundays 3pm-5pm MCSP

### **Compensation and Benefits**

- Part-time position at \$30/hr
  - No Additional benefits or coverages
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