



Job Title: Program Coordinator
FLSA Status: Part-time, Exempt (25-30 hours per week)
Reports to: Lead Case Manager
Approved Date: 5/26/2026

POSITION SUMMARY: The primary function of the Program Coordinator is to oversee all program and volunteer services in support of pregnant and parenting teens and their children. The position is also engaged in strategic thinking and program development, working internally within the organization, as well as with external stakeholders and community partners. The Program Coordinator will interact regularly with clients, staff, and community partners. This position requires excellent interpersonal skills, a collaborative mindset, and visionary thinking. Generations Ahead is a small organization. We are looking for an individual with high standards and expectations who can help strategically grow and impact the organization's direction for years to come. The work is interesting, varied, and will allow the right person to expand their professional skill set.

MISSION: Generations Ahead empowers young parents to build positive relationships, strengthen family resiliency, and raise healthy children.

SCOPE OF WORK:

Program and Event Coordination

- Provide event marketing materials for social media and to share with clients and volunteers.
- Coordinate the schedule and planning and preparation of all program services for clients with the case management team
- Log and report program attendance and details
- Provide client transportation as needed
- Coordinating Events
 - Making sure the food, beverages, sign up lists and volunteers are organized for each event
 - Work with the case management team to make sure monthly events are organized and facilitated for program clients and their mentors.
 - Support case management team as needed with parent education/information including: maintaining local resources from community partners;

Community Engagement:

- Occasional public speaking engagements and community outreach/education on issues related to teen parents in general and Generations Ahead in particular
- Attend volunteer fairs and trainings for volunteers

Manage volunteers:



- Log and report volunteer hours
- Coordinate volunteers including baby pantry volunteers
- Coordinate baby pantry change over and managing and tracking pantry supplies
- Ensure background checks are completed for all mentors and volunteers as required
- Work closely with the lead case manager to train and work with mentors
- Coordinate with the lead case manager to provide group support, education, and information to mentors at least quarterly
- Volunteer acknowledgement support

Administrative:

- Attend board of directors meetings as needed/requested
- Ensure best practices are followed
- Participate in program evaluation
- Ensure all documentation follows industry guidelines and is completed promptly
- Other duties as assigned by the lead case manager
- Create social posts including those for specific grants

PROFESSIONAL REQUIREMENTS:

- A bachelor's degree in a related field and/or a minimum of three years of related experience will be considered
- Ability to work occasionally after hours for program events (M-F)
- Proven experience as a program coordinator or another similar position
- Demonstrated ability to collaborate with staff and community partners
- Outstanding written and oral communication skills
- Prefer at least two years of experience working with teen parents, adolescents, pregnancy, infants and/or early childhood
- Ability to maintain confidentiality of information and professional boundaries
- Ability to interact positively with clients from a wide range of cultural and socio-economic backgrounds
- Experience working with volunteers is a plus
- Must be able to pass a background check
- Experience with electronic records is a plus

PERSONAL REQUIREMENTS:

- A deep passion and commitment to the organization's mission of serving teen and young adult parents
- Self-directed and entrepreneurial with a proven ability to work independently, while also collaborating well with others in a team setting
- Strong work ethic with a high degree of energy
- Ability to organize priorities, with attention to detail and deadlines
- Demonstrate compassion and respect for others, and a commitment to social equity for those we serve



- And, have fun! This can be hard work, so we value finding joy in our daily work

WORK ENVIRONMENT:

- Work is performed in the office and remotely (from home)
- Physical requirements include sitting and/or standing at a desk for extended periods of the workday. Must be able to regularly lift 20 pounds, and up to 40 pounds occasionally
- Must be able to work in an office environment with moderate noise levels
- Will require attendance at evening programs at least twice a month
- Will require travel within the service region. Must possess an automobile, comprehensive insurance, and a valid driver's license

COMPENSATION, BENEFITS, and APPLICATION PROCESS:

This is an hourly position at 25-30 hours/week. Hours are flexible depending on current work demands and personal needs. Benefit eligibility includes ample PTO and holiday pay. A Simple IRA is part of the compensation package, and the opportunity to enroll in an Employer Health Insurance Plan or choose a wellness stipend. The starting range is \$28-30 per hour depending on experience

Apply by sending a letter of interest and your resume to: yarrow@generationsahead.org. We will be accepting applications until June 22nd, 2026.

Generations Ahead is committed to creating a diverse workplace and seeks a wide range of perspectives and backgrounds. People of color, persons with disabilities, veterans and LGBTQ candidates are encouraged to apply. Generations Ahead is an equal opportunity employer and does not discriminate in its employment decisions.