



## **Employment Description**

Position Title: Lead Program Coordinator

Reports to: Executive Director

### **Working Schedule:**

This is a part-time position requiring approximately 30 hours per week. Your regular weekly schedule will be Monday- Friday 9:00 a.m. to 4:00 p.m., however hours and days may vary.

### **Job Summary**

Washington Metropolitan Safe Space Incorporation is a Not-for-Profit organization that provides resources such as, but not limited to, youth programming, food and nutrition, financial wellness, and Senior assistance. Under the general supervision of the Executive Director, this position will assist in the development and implementation of programs and services to promote and provide social, cultural, educational, economic and community development programming that help to rebuild and/or sustain a positive, healthful, and impactful environment for children and families within the St. Louis metropolitan community.

### **Duties/Responsibilities:**

- Assist with coordination and implementation of community outreach programs and events, that promote and support the mission.
- Assist with developing and maintaining program schedules, consultants, vendors, and other community resources as contracted by the Safe Space organization.
- Assist in the preparation of budgets and grants; monitors, verifies, and reconciles expenditure of budgeted funds as appropriate; may participate in other fundraising activities as necessary
- Perform clerical and administrative support tasks, including creations, typing, and editing of program correspondence, reports, program handbooks, brochures and other publications.
- Collect and analyze data; prepares scheduled and special reports; maintains program/projects records and statistical information.
- Prepare and process all required reports associated to respective programming
- Advise management of any and all issues immediately accompanied by required documentation.
- Attend all required trainings/meetings
- Serve as lead liaison for the day of events and programming
- Collect/Process payments and donations as needed
- Work closely with the Executive Director to develop program goals and objectives and implement programs and events.
- Represent the organization along with or in the absence of the Executive Director when necessary as determined by the Executive Director and/or members of the Board of Directors
- Other duties as assigned



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### **Knowledge/Skills:**

- BS/BA in education, business administration, social work or relevant field
- Excellent verbal and written communication skills
- Detail-oriented and efficient
- Tech savvy, proficient in MS Office
- Knowledge of program management and community development procedures
- Ability to interact with diversity and multi-disciplinary teams
- Proven track record of planning and implementing programs/services
- Previous experience in non-profit industry is a plus