

Foundation of HOPE
Program Coordinator
Position Description

Reports to: Executive Director
Supervises: Interns, Volunteers
Status: Part-time

We are looking for a Program Coordinator to undertake a variety of administrative and program management tasks. You will help in planning and organizing programs and activities as well as carry out important operational duties.

ORGANIZATION DESCRIPTION

The Foundation of HOPE, Inc. is a non-profit organization to help young girls and women lead productive lives in their communities by providing cultural, spiritual and social education and development. The Economic Development & Empowerment Program is an afterschool program for girls in sixth grade. The Program Coordinator will manage the afterschool program.

POSITION DESCRIPTION

The Program Coordinator will be responsible for planning and coordination of the Economic Development and Empowerment afterschool program that serves girls in sixth grade at Easton Middle School. This person will work within the program schedule by coordinating with community leaders to teach the specific session weekly. The position will work closely with the Easton Middle School principal and staff as well as other agencies as needed. Additional tasks include ensuring implementation of policies and practices are followed and maintaining budget and tracking expenditures/transactions.

DUTIES

- Support planning and coordination of the Economic Development and Empowerment program and its activities
- Ensure implementation of policies and practices
- Maintain budget and track expenditures/transactions
- Manage communications through media relations, social media etc.
- Help build positive relations within the school system and external parties
- Schedule and organize meetings/events and maintain agenda
- Prepare paperwork and order materials
- Keep updated records and create reports or proposals
- Support growth and program development

QUALIFICATIONS AND SKILLS

- Education requirements— Minimum of two years' experience working with non-profits or Bachelor's Degree in a relevant field.
- Proven experience as program coordinator or relevant position
- Knowledge of program management and development procedures
- Experience in grant research and writing a grant
- Knowledge of budgeting, bookkeeping and reporting
- Tech savvy, proficient in MS Office
- Ability to work with diversity and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding written and oral communication skills
- Detail-oriented and efficient
- Ability to solve problems
- Ability to work and adapt to adversity
- Ability to engage and foster relationships with the community, public agencies, and the nonprofit partners.
- Strong professional reputation and record of integrity, sound judgment and respect for established ethical standards

WORK SCHEDULE & LOCATION

This is a part-time position and requires presence at the public school.

COMPENSATION

Salary shall be determined by the Board of Directors reflecting salaries for similar positions and reflective of candidate's qualifications and experience.

APPLICATION

Interested applicants should submit (1) a letter of interest; (2) resume or CV; and (3) salary requirements to Keasha Haythe, Founding Executive Director, Keasha@foundationofhopemaryland.org