



Job Title: Program Coordinator
Reports to: Program Director

Hours/Exempt: Exempt
Salary Range: \$45,000-\$55,000

Education/Certifications/Experience:

- Bachelor's degree preferred

Requirements/Skills:

- Flexible, adaptable style
- Maintain confidentiality and follow all WARM Place policies and procedures
- Must possess excellent interpersonal communication and relationship skills for working with clients, volunteers, and staff members
- Experience working in Microsoft Word, Outlook, and Excel
- Knowledge of Little Green Light (LGL) software or other constituent database preferred
- Superior attention to detail and well-organized
- Proven writing, communication, and interpersonal skills
- Self-starter with ability to manage multiple tasks simultaneously
- Ability to work as a team
- Willingness to work evenings and weekends on occasion

Responsibilities:

- Serve as coordinator for program relate community outreach and speaking engagements
- Serve as coordinator for Camp Remember Me family camp
- Assist with preparation for group nights, trainings, and workshops
- Assist with intake appointment reminders and confirmations, and group night text reminders
- Input daily attendance for each group night
- Maintain inventory of needed program items and accurate list of needed supplies
- Input and maintain records in Little Green Light (LGL) database and run monthly reports
 - Input and manage family files on a daily basis
 - Generate daily reports to support group needs
 - Generate regular monthly program reports
 - Recommend process improvements by establishing policies and procedures for data entry, record maintenance, and reporting
- Coordinate CNMpack database reports
- Participate in staff meetings, trainings and planning sessions
- Participate in fairs and community outreach events as assigned
- Assists with other duties and administrative tasks as assigned

To Apply

Interested persons should email cover letter and resume to: Dana@thewarmplace.org

Due to the volume of responses, only qualified parties will be contacted. No phone calls, please.

This job description is not intended to represent an exhaustive list of responsibilities and duties. It is not an employment contract. Employment at The WARM Place is at-will. Administration reserves the right to alter the job description at any time.

Updated November 2023