Program Coordinator

(Outreach & Engagement Program)

**Job Summary:**

The Outreach & Engagement **Program Coordinator** provides administrative support to the Outreach & Engagement staff team (O&E), including coordinating and scheduling outreach and engagement activities (scheduling of workshops/webinars through Outlook, Zoom and Eventbrite), tracking and entering data, supporting the Infoline and website, answering and following up on phone calls, and creating marketing content and flyers.

**Goals:**

* Scheduling of all outreach and engagement activities for the program (outreach events, collaborative meetings/coalitions, educational workshops/webinars).
* Assist the program with tracking of and coordination of daily activities and other operation tasks so that the Outreach and Engagement program achieves goal #1, provides programmatic excellence, and meets all contract requirements.

**Essential Duties and Responsibilities:**

* Coordinates and schedules outreach events in Outlook and on Zoom.
* Schedules webinars on Eventbrite for participants to register to attend.
* Coordinates scheduling of educational workshops/webinars with collaborators, other non-profits and local organizations.
* Contacts and attends meetings with local organizations to build relationships and inform of O&E services on a daily/weekly basis.
* Answers the Infoline (main program phone number) and coordinates enrollments into the program/contacting providers back.
* Sends enrollments received by participants or providers over the Infoline or through the O&E email to the Program Supervisor and Program Director to assign to staff.
* Creates marketing materials/flyers for the program’s scheduled events and workshops/webinars.
* Assists with creating, updating and translating the program’s curriculum PowerPoints.
* Assists with updating the Policies and Procedures Manual and the Resource guide using word and excel.
* Assists outreach staff with tasks/attending outreach events in the field, subject to time availability.
* Is in charge of daily field staff Caseload tracking.
* Is in charge of updating inventory of program’s promotional items and supplies.
* Files and assists with main office requests (purchase orders, ordering of program supplies) and other clerical related duties.
* Assists Program Director and Program Supervisor with coordinating and scheduling training opportunities for program staff.
* Coordinates Interns and Volunteers for the O&E Team. Trains and schedules activities, meets with them biweekly to evaluate the team needs and goals (when interns/volunteers are hired once a year for a few months).
* Trains new program staff on program’s data entry/reporting procedures set in place as needed.
* Additional duties as needed.

**Position Qualifications:**

* **Required:** Bilingual Spanish.
* **Minimum Qualifications:** BA/BS in human services, business administration, or related field.
* **Minimum Qualifications:** Advanced computer skills, especially in Excel, Word, PowerPoint, Canva and Zoom.
* **Minimum Qualifications:** At least 2 years of recent experience in an administrative position.
* Attention to detail.
* Excellent organization skills.
* Excellent people and phone skills, with proven ability to make cold phone calls to organizations to outreach.
* Strong communication skills.
* Highly enthusiastic, positive, personable, hardworking, and reliable.
* Able to work in a fast-paced environment with initiative.
* Has a passion for serving underserved populations through administrative tasks.

**To Apply/Contact Information:**

Current interested applicants please submit current resume and HR Employment Application to: [**HR@theprioritycenter.org**](mailto:HR@theprioritycenter.org)