



POSITION ANNOUNCEMENT

Position Title: Programs Coordinator
Expected Start Date: February 11, 2019
Expected Starting Salary: \$35,000 - \$40,000 + Benefits
Position Closing Date: **Until Position is Filled**

Position Summary: Reporting to the Manager of Communications & Outreach, the Programs Coordinator will be responsible for the success of Safe & Sound Hillsborough's programs. Duties will include assisting with year-round planning, implementation and quality control of program activities, supporting subcontracted vendors/providers and working alongside the team on community outreach and engagement initiatives.

Responsibilities:

- Provide administrative support in the planning, coordination, development, implementation, and growth of programs.
- Serve as liaison for subcontracted providers and provide direction and support of programming and community outreach efforts.
- Provide direction and support to outreach providers in the creation and maintaining of community advisory councils.
- Represent Safe & Sound Hillsborough at various events and meetings.
- Analyze programs during planning, implementation, and follow-up to verify quality and ensure activities and services achieve stated objectives and outcomes.
- Help build positive relations with providers and residents.
- Participate in the development of funding proposals for programs.
- Collect and analyze data; prepare scheduled and special reports; maintains program/project records and statistical information.
- May perform specialized activities of a programmatic nature in direct support of the accomplishment of program objectives and protocol.
- Prepare, modify, and file reports and documentation as necessary, including daily summaries of activities and incidents, post program overviews, recommendations for future programs, and analysis of overall program effectiveness.

Qualifications:

- Graduation from an accredited college or university with a bachelor's degree or three (3) years or relevant experience; or an equivalent combination of training and experience.
- 2-3 years of experience working within nonprofit sector, community outreach or in an administrative capacity.
- Ability to remain flexible and focused at all times including but not limited to deadlines, changes and approvals.
- Possession of valid Florida's driver's license and must have reliable transportation.
- 3 letters of reference from nonprofit executive staff, community advocacy organizations, and/or community leaders (public/elected officials, faith-based leaders, neighborhood organizations, etc.), highlighting participation in community efforts.
- Experience working with diverse populations in a community setting.
- Experience in data collection and evaluation.
- Experience in planning and implementing outreach programming.
- An understanding of barriers that prevent community involvement.
- Bi-lingual preferred but not required.

To be considered for positions applicants must:

Email resume and letters of reference along with a written plan for the scenario below:

Safe & Sound Hillsborough is planning a summer program for youth with a focus on violence prevention, explain how you would develop and implement the program. Include a timeline with key milestones and the types of youth activities coordinated throughout the duration of the program.

Submit all materials to info@safeandsoundhillsborough.org.