



POSITION: PROGRAM AND COMMUNITY COORDINATOR
REPORTS TO: DIRECTOR OF PROGRAMS
CLASSIFICATION/FLSA: FULL-TIME/NON-EXEMPT

The Program and Community Coordinator (PCC) will support exciting and enriching programs for families transitioning out of homelessness. The PCC will support the Programs team in delivering meaningful programming and events for our program participants. As a member of the Programs team, the PCC will interact with partner organizations, volunteers and donors, attend volunteer events, and cultivate relationships with program participants, staff, and supporters of UBH. The PCC may have to work on some weekends or holidays to support participant activities.

ESSENTIAL FUNCTIONS

- 1) Work with the Program Director to develop partnerships with other community based organizations that leverage and enhance program services for participants; obtain written MOUs and track MOU terms and delivery of services.
- 2) Work with the Programs team to identify participant community needs and secure collaborative arrangements with entities that fulfil said needs.
- 3) Secure needed participant items identified by the Program team; maintain inventory of items in a database; and manage distribution of said items.
- 4) Support the development and implementation of new and creative children's programming, curriculum, field trips and activities for the children's program in conjunction with the Programs team.
- 5) Develop and grow relationships with other local non-profits that work with children to foster ongoing support.
- 6) Act as the liaison with community supporters, local schools, and other educational programs.
- 7) Coordinate with the Development Team and interface directly with large and small volunteer groups and community supporters providing services or activities with participants.
- 8) Establish and maintain relationships with volunteers and donors.
- 9) Develop resource booklets for participants transitioning into permanent housing.
- 10) Attend agency and community meetings as directed by the Program Director.
- 11) Maintain accurate and comprehensive records of all programming activities in HMIS and other tracking databases/tools.
- 12) Support the Programs team in the day-to-day operations of services delivery.
- 13) Other duties as assigned.

QUALIFICATIONS

- 1) Associate's or Bachelor's Degree in marketing or communication studies or 3-5 years of significant work experience relevant to the position.
- 2) Experience working with homeless persons or other high-need populations with diverse needs.
- 3) Knowledge of educational and community resources as well as principles of child development and early childhood education.
- 4) Proficient in Office Suite programs and using a data management system.
- 5) Must be able to perform electronic data entry.
- 6) Excellent written and verbal communication skills.
- 7) Creative problem-solving skills.
- 8) Ability to work in a team.
- 9) Exceptional organizational skills.
- 10) Experience working with a diverse population, with sensitivity to differences in culture, religion, sexual orientation, race, age, and physical and mental illness.
- 11) Ability to respond responsibly in emergency and crisis situations.
- 12) Ability to work varied hours/days including evenings/weekends/holidays.
- 13) Valid California driver's license and proof of auto insurance.
- 14) Ability to pass criminal background clearance.

TO APPLY:

To be considered for a position, email resume to hr@upwardboundhouse.org. Please be sure to reference **Job Title** in the subject line of your email. Due to the volume of resumes received, no calls or faxes regarding submission will be returned. Your resume will only be routed correctly and considered, if all the qualifications are met.