YWCA Lincoln Program Coordinator

**Position:** Program Coordinator

**Department:** Family and Community Engagement

**Responsible To:** Director of Family and Community Engagement

**Hours:** Part Time (20hrs/wk), non-exempt. Occasional evenings or weekend dates.

**Organization:** The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. Steeped in history, YWCA Lincoln has been a leader and driving force for human empowerment in the Lincoln community since its founding in 1886. The enterprise that now serves more than 5,000 persons each year began with twelve couples that wanted to provide protection for women and aid them in achieving self-sufficiency.

**Summary of Position:** The Program Coordinator for Family and Community Engagement (FCE) is responsible for the direct facilitation of Family and Community Engagement programs and events, as well as its’ staff and volunteers in collaboration with the Director of FCE. The Program Coordinator will provide administrative coordination and support for all programs including program meetings, keeping programmatic records and reporting materials, assisting with production of reports and success stories for grant requirements.

This hands-on role is designed to coordinate education and social service programs and activities for the YWCA-Lincoln. The Program Coordinator will support and provide assistance to the Director of Family and Community Engagement coordinate multiple events and projects for the following programs: **Wholesome Hygiene**, **Job Outfitters**, **Employ402**, **and future developing programs**.

The Program Coordinator must demonstrate flexibility, creativity, possess strong communication oral and verbally, possess organization and time management skills, be equally adept as a team member and independent worker, and efficiently provide assistance and support for any functions related to YWCA-Lincoln. Must also be able to effectively collaborate with internal staff and external organizations, manage priorities in a fast-pace working environment, and understand the nature and challenges of a non-profit organization.

***Responsibilities:***

* Support planning and coordination of family and community programs and its activities in collaboration with Director of FCE
* Ensure implementation of policies and practices.
* Assist in maintaining budget and tracking expenditures/transactions.
* Assist in managing communications through media relations, social media etc.
* Help build positive relations within the team and external partners.
* In collaboration with Director of FCE schedule and organize meetings/events and maintain agenda.
* Keep updated records and create reports and proposals.
* Assist with grant reporting for the family and community engagement.
* Support growth and program development.
* Implement and facilitate family and community engagement programs.
* In collaboration with Director of FCE assist with the daily operation of family and community programs and oversight of staff and volunteers.

***Other Duties***

* Attend bi-weekly staff meetings and other meetings requested by the Associate Director and Director of FCE.
* Answer agency phones to provide quality customer service.
* Research community needs as they pertain to women, children, and families and support the elimination of racism.
* Fulfill other assignments directed by the Director of FCE and Associate Director as needed.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

* An Associate or Baccalaureate degree in education, human services, psychology, sociology, social work, management or related field, or equivalent experience, education and training.
* Strong sense of professionalism, responsibility, accountability, dependability and ownership of projects.
* Familiarity with administrative duties associated with grants and non-profit agencies.
* Familiarity and comfort in working with diverse, underserved and vulnerable populations.
* Sophisticated organizational skills, ability to prioritize, manage multiple tasks and work independently.
* Ability to maintain a high level of attention to detail, including a high standard of accuracy and diligence with the ability to make confidence decisions.
* Strong interpersonal and communication skills both oral and written.
* Commitment to maintaining confidential information.
* Proficient in multiple computer applications as well as email applications such as Google applications (i.e. Google Docs, Gmail), Microsoft office applications (i.e. Word, Excel, PowerPoint), Safari, Chrome and the ability to transition between PC and Mac hardware.
* Proficient in the use of Social Media (i.e. Twitter, Facebook, Pinterest).
* Must be able to pass a background check.
* Valid Driver’s license, own transportation, and proof of car insurance will be required with mileage reimbursement.

**Organization:** The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. From its founding in 1886 to provide protection for women and support in their efforts to achieve self-sufficiency, the YWCA Lincoln has been a leader and driving force for human empowerment in the Lincoln community.

**APPLICATION INFORMATION:** Please send cover letter and resume, preferably electronically, including three references to: **info@ywcalincoln.org or YWCA Lincoln, 5631 S. 48th St., Suite 410, Lincoln, Nebraska 68516**

*YWCA-Lincoln is an Equal Opportunity Employer. Women and Minorities are encouraged to apply.*