

Southeast Community Services Job description



Job Title: Family Programming Coordinator

Date: March 2023

Position Summary: The Family Programming Coordinator will help to promote the services available through Southeast Community Services (SECS), and our school partners in the neighborhood. The Family Programming Coordinator will create and deliver programming for Family Nights - opportunities for families to engage with programming and coaches to encourage families to engage in a longer-term relationship with the center and coaching resources. This individual will be skilled in helping individuals and families, understand and effectively use the programs available, while informing the organization of needs/wants identified in the community.

Responsibilities

Outreach (60% of time spent)

- Serve as a resource and navigator for families participating in 2Gen programming
- Develop and host engagement opportunities and programming for SECS families, which will often occur in the evenings
- Conduct outreach to broaden awareness of SECS family programming and supports
- Administer summer camp
- Establish and maintain strong relationships with neighborhood schools and other relevant partners in the community

Data (20% of time)

- Follow policies and procedures when completing forms and doing record keeping
- Continually evaluate effectiveness of programming through exit surveys, conversation w/ families, etc.
- Make sure documentation is accurate and thorough
- Ensure that all reporting is completed on time and without errors
- Provide perspective on data collected by the organization

Other duties (20% of time)

- Recruit, onboard, and manage part-time summer camp staff
- Advocate to eliminate barriers to service, reduce potential for harm and provide more immediate access to services
- Be the SECS liaison with school staff and SECS coaches/staff
- Work continually toward the improvement of the organization
- Perform other job-related responsibilities, as necessary

Requirements

- Compassion and understanding
- Ability to work independently
- Ability to prioritize and work on multiple projects
- Understanding and ability to work with people in a culturally diverse environment
- Ability to establish & maintain effective working relationships with co-workers & community partners
- Requires the ability to take initiative and meet objectives
- Requires a high level of interpersonal, problem-solving and analytical skills
- Attention to detail and ability to track and log all necessary data tracking info for grant outcomes
- English fluency (speaking, reading and writing) required. Spanish fluency, especially speaking, a bonus

Work Environment

- Flexible work schedule to accommodate times when working in the evening or weekends is necessary.
- Summer camp is hosted off site, and often outdoors.
- Work from home is not a regular part of our culture; however, special circumstances will be considered.

Salary & Benefits

SECS believes in salary transparency; therefore, all our job postings include a salary range.

- This position will pay between \$38,000 and \$40,000 yearly depending on experience and skills.
- 11 paid holidays a year
- Employer paid \$25,000 life insurance policy
- Employer paid long-term disability policy
- PTO 20 days (4 weeks) per year
 - accrued at 6.15 hours per pay
- SECS offers a 401(k) Plan. Employees may contribute to their plan, subject to IRS limitations. Employer will match up to 2% of salary not to exceed \$1,000 annually
- SECS offers health benefits.
 - \$7,612 medical benefit is covered annually by SECS with employee only premium costing only \$268/year in 2022
- Optical and dental plans are also available
- Working with a great team that cares about our community and neighbors!

SECS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.