



## JOB POSTING

**Position:** Youth & Family Program Coordinator

**Status:** Full Time Exempt

**Salary:** \$40,000-\$48,500

**Benefits:** Health Care Allowance, paid holiday, vacation/sick

**Position Summary:** Under the general guidance and direction of the executive Director and in accordance with the Christian nature and purpose of HeartLove Place, the Program Coordinator shall serve as a key professional staff team member in the delivery of services and programs for youth and families that will focus on meeting the needs of parents, community residents and other program participants. Develop, manage and implement programs and/or services that will address community needs, empower families and deliver the mission of HLP.

**Skills/Qualifications:**

- A degree in social work, counseling, education or related field preferred.
- At least 3 years of experience working with youth and families and proven ability to build trusting relationships with families and community partners.
- Competent in Microsoft Office, Microsoft Excel, Quickbooks etc.
- Valid Wisconsin Driver's License; must be able to drive 13 seat passenger van
- Must be able to see, hear, drive, stand, bend, reach and lift at least 50lbs.

**Duties and Responsibilities:**

- Develop, implement and evaluate programs and services for youth, teens, families and community.
- Develop, monitor and manage department/program budgets.
- Hire, train, supervise and evaluate staff and volunteers.
- Conduct community events with strong family focus. (Family Fun Night Events).
- Provide information, identification and assessment of community needs with creative implementation of programming with Christian focus.
- Work with participants on long term goals; educational, employment and/or training needs.
- Create and implement logic models for youth and family programs in addition to outcome measurement and reporting to identified sources on a quarterly basis.
- Responsible for all related paperwork, record keeping and coordination of grant funded programs
- Provide educational and recreational opportunities for families, which enhance positive family relationship, peer to peer interaction which will result in strengthening family relationships.
- Maintain accurate records (attendance, evaluations, registration, meals etc.) and ensure all required paperwork is completed and submitted in a timely manner.
- Attend all staff meetings and in-services as required.
- Serve as community Liaison between HLP and the Harambee community, establishing positive collaborative and community partnerships to include but not limited to area churches, businesses, schools, other CBOs etc.
- Must be able to drive Program passenger van for field trips and other activities.

**To apply, send cover letter and resume to [hr@heartloveplace.org](mailto:hr@heartloveplace.org)**