

POSITION POSTING

POSITION TITLE: Program Coordinator
SUPERVISOR: Program Director
POSTING DATE: 10/05/2021
EXPIRATION DATE: 10/19/2021
SALARY RANGE: Negotiable

GENERAL DESCRIPTION

The Program Coordinator (MPLD) will work in close collaboration with the Program Director and Spaulding staff involved with this program as well as the collaborating agencies that are part of the AdoptUSKids (AUSK) grant. The Program Coordinator will assist the Program Director to ensure that the fellowship runs smoothly, the evaluation can take place, information gained from the Action Research Projects are disseminated and alumni are provided with learning opportunities throughout the year. The Program Coordinator will assist with the onboarding process, support fellows and mentors during the program and assist with the facilitation of the kick off and graduation events.

This is a time limited position and will end September 29, 2022.

PRINCIPLE RESPONSIBILITIES

Assist with the daily operation of the program

- Coordinate the process for selecting and notifying fellows
- Assist Program Director and Academy Project Manager in the planning and coordination of the in-person meetings including agenda development, mailings, fellows/mentor contact list
- Manage Google Workspace
- Coordinate and schedule onboarding sessions for fellows and mentors
- Schedule all coaching sessions, webinars and mentor meetings Submit NASW reports and manage CEU renewal process
- Complete tracking of Action Research Project, course completion and program milestones
- Update Litmos, and course syllabi
- Communicate information to fellows and mentors through Slack and via Email as needed.
- Track all expenses and enter into master spreadsheet

Assist with expanding and increasing engagement with Alumni of MPLD

- Maintain up to date records of all alumni success (promotions, speaking engagements, etc.)
- Assist in coordination of alumni webinar
- Engage alumni in the program as mentors, speakers, etc.
- Develop and maintain the on-line space for the alumni to connect and network
- Assist in the coordination and planning on a virtual alumni reunion.
- Maintain a database of resources for fellows and alumni
- Post information on Alumni Slack channel that will benefit alumni (resources, job opportunities, articles)

Coordinate the quarterly alumni webinars

- Maintain a database of alumni projects by topics and assist with connecting current fellows and alumni.

QUALIFICATIONS

- Bachelor's Degree
- Five years of experience in child welfare or other related field
- Proficiency with Microsoft Word and Microsoft Excel, Power Point
- Excellent organizational skills and ability to provide attention to detail
- Ability to handle multiple assignments
- Ability to work independently and be self-directed
- Excellent interpersonal and writing skills
- Knowledge in working with different platforms including Google Workspace and Slack

If interested in this position, please submit a resume and cover letter to the HR Director
jbozarth@spaulding.org

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