



## **Program Coordinator**

### **Job Description**

**REPORTS TO: CEO of The Unicorn Children's Foundation, Inc.**

#### **JOB SUMMARY:**

Reporting to the CEO, the Program Coordinator will provide operational support to Unicorn Children's Foundation's CEO to coordinate all programs and services of the Foundation. This is a dynamic position that includes finance and accounting, fundraising and development, and program support responsibilities to ensure that the team has the resources and materials necessary to implement successful programs that help kids with developmental or learning challenges excel in the community.

Responsibilities include: Quality Assurance, Case Management, Program Evaluation, Program Marketing, and Program Compliance with investors, accrediting agencies and other appropriate standards. This is a full-time, exempt position.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Create and maintain comprehensive project documentation, plans, budgets, and reports
- Use project management tools to monitor project scope, budget, timeframes, and working hours
- Implement, monitor, and submit program outcome reports as required by funders to assure all programs, grants, and contracts are meeting performance standards which have been established through all contracted services
- Collect and effectively communicate information to and from assigned program teams and vendors
- Conduct intakes and establish trusted relationships with clients to connect families to support and resources they deem important to the care of themselves or their family member experiencing challenges
- Assist with program preparation, planning, scheduling and execution, including marketing, and community outreach
- Assist with grants submissions in response to available funding opportunities.
- Gather statistics and data to create various reports related to program development and evaluation
- Support the team in administrative functions related to correspondences and maintaining case management databases and systems
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Represent the CEO by attending meetings in the executive's absence
- Perform other duties as assigned by the CEO

**SKILLS:**

- Creative, flexible, and patient
- General knowledge of behavioral health and intellectual/developmental disabilities.
- Knowledge and a willingness to learn about services, systems, benefits and supports available to families of children and adults with disabilities
- Proven ability to provide organized coordination and collaboration within systems
- Demonstrate strong communication and writing skills, ability to quickly assess and evaluate needs
- Ability to receive supervision and work independently, problem solve, exercise good judgement and be solution-oriented
- Ability to manage and motivate a team

**REQUIREMENTS:**

- Bachelor's Degree or equivalent preferred in education, life-span development, counseling, behavior sciences, human services, social work or related field
- 5+ years of personal experience working with individuals with developmental or learning challenges and/or their families
- Management or supervisory experience (preferred)
- Understand and demonstrate respect, compassion, and empathy for diverse values and cultures
- Driver's License and/or reliable transportation
- Competency in Microsoft applications, including: Word, Excel, PowerPoint, Teams, and Outlook
- Clearance of a Level 2 Background Check
- Training/Certification in Positive Behavior Supports (preferred)
- Basic Life Safety (BLS) Certification that includes First Aid, AED, and CPR (*can be completed after employment*)
- Seizure Training Course (*can be completed after employment*)

**SALARY:**

Depending on experience, non-exempt. Benefits package includes: health, dental, vision, life insurance, disability insurance, 403(b) retirement plan with employer match, and paid time-off. Unicorn Children's Foundation is an Equal Opportunity Employer.

**TO APPLY:**

Submit cover letter, resume, and 3 references to [salexander@unicornchildrensfoundation.org](mailto:salexander@unicornchildrensfoundation.org).