



Program Coordinator Job Description

Title: Program Coordinator
Staff Leader: Program Director

Overview: WHW is a non-profit organization that provides the unemployed and underemployed with the skills and resources they need to get and keep a good job. The Program Coordinator will work collaboratively and report to the Program Director to support the outreach, planning and execution of programs along with helping to manage client outcomes and oversee volunteers in various capacities.

Essential Functions and Key Responsibilities:

- High level of comfort with making presentations to diverse groups. Speak confidently on diverse subjects in a dynamic employment landscape.
- Work collaboratively with the Program Director to update workshop materials; update calendar, assist with outreach to clients, promotion of events, calendar coordination.
- Set-up and facilitation of Workshops to ensure materials are printed and provided, client attendance is captured and Facilitator is supported.
- Plan and execute program events for job seekers, including Top Performer, Employment Forums and Project Interview.
- Help drive WHW's employment placement program to ensure acquisition of employment information.
- Work closely with nonprofit partners to maintain and increase referrals and collaborative work.
- Serve as an Ambassador of WHW in the community, with thorough knowledge of all aspects of WHW's programs.

Qualifications:

The ideal candidate is confident, learns quickly and is comfortable in making presentations in a fast paced environment. Adapts to change quickly and has the ability to solve problems.

- Excellent written and verbal Communication skills
- Excellent interpersonal skills, ability to work with diverse populations.
- Proficient in Microsoft Office Applications
- Ability to learn and adapt to changing environment quickly, handle multiple projects concurrently and shifting priorities effectively
- Must have a current California Drivers License and valid automobile insurance.

Schedule:

- 40 hour per week, Full Time Non-Exempt Position \$14.00/hour
- Schedule may vary with some evenings and weekends required
- Closed on major holidays

Please send resume and cover letter to BrendaW@whw.org for consideration. No phone calls please.