



## Community Programs Coordinator

**Reporting Relationship:** Programs Manager

**Direct Reports:** Kitchen Manager

**Oversight of:** Community Program Volunteers and Program Partners

**FSLA:** Non-exempt, Hourly

**FTE:** .5 (20 hours a week)

**Hourly Wage:** \$22-\$23 per hour, DOE

**Schedule:** Tuesday-Thursday, occasional weekends

**Position Summary:** The Community Programs Coordinator is responsible for organizing and executing our weekly community dinner, community programming and providing navigation services.

### Essential Duties & Responsibilities

- Promote and engage in MVCC's mission to "develop successful kids, hopeful families, and active seniors"
- Plan and coordinate community programs, resources, events, and activities
  - Work with the Programs Manager to develop community programs partnerships, events, activities and identify community resources
  - Recruit, lead, and support community program volunteers
  - Utilize and manage volunteer opportunities and communication on volunteer platform
  - Assist in marketing programs and their impact
  - Build and sustain relationships with program partners
- Resource navigation
  - Connect with agencies and organizations to gather local resources available to support varying needs
  - Help neighbors identify resources needed and provide supportive referrals to community resources and agencies
- Coordinate weekly Seeds of Change Community Dinner and Programmatic Offerings
  - Supervise the Center from 4pm to 8pm on Thursdays
  - Recruit, schedule, and manage volunteer meal and serving teams
  - Manage and work effectively with Kitchen Manager
  - If meal teams can't be scheduled or cancel, take lead in planning and executing dinner
  - Build relationships with partnering organizations to plan educational classes or support groups for adults, families, or seniors. (Examples: parenting class, grief support group, financial literacy workshop)
  - Partner with Youth Programs Coordinator for youth activities and/or childcare

- Track important programmatic data
- Be an active and supportive member of the MVCC Team by
  - Help build our culture where “belonging and wellness starts with us”
  - Attend team meetings
  - Meeting with the Program Manager on a regular basis for the purpose of reporting and planning
  - Keep all shared spaces of the Center organized and clean
  - Assist in planning, reporting, and budgeting as requested

### **Experience, Skills, and Abilities Required**

- Bachelor’s degree or equivalent experience in social work, education, non-profit setting
- Experience with menu planning and cooking for large groups preferred
- Experience in volunteer management and leading events preferred
- Experience navigating participants to resources and knowledge of community resources preferred
- Skills and passion for promoting inclusion and building equitable programming
- Demonstrated ability to innovate, learn quickly and independently, and be accountable for high-quality results
- Strong verbal and written communication skills
- Proven ability to form successful collaborations and partnerships
- Proficiency working with Windows, Email, Internet, Microsoft Word and Excel and ability to learn internal database program
- Valid Washington state driver’s license, access to reliable transportation and proof of adequate vehicle insurance coverage
- Be able to pass a background check
- Food Handler’s Card (can complete once hired)
- CPR Certification (can complete once hired)
- Lift equipment that weighs up to 25 pounds

### **Benefits**

Because we value our employees and want to encourage balance, we offer flexible Paid Time Off (PTO) on top of 11 paid holidays per year. Paid PTO is available after six months of employment; however, eligible employees will begin accruing PTO the first month of employment.

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