Position: Program Operations Coordinator
Location: New York City, NY

SUMMARY:
The Joe Torre Safe at Home Foundation helps children heal from trauma, including domestic violence, sexual assault, child abuse, relationship abuse, and community violence through clinical intervention and education. Safe At Home’s signature program, Margaret’s Place, is a comprehensive school-based program designed to help students, faculty, and families cope with violence and traumatic events through an array of prevention and intervention services.

JOB DESCRIPTION:
The Program Operations Coordinator will play a pivotal role in supporting program operations, invoicing, and expense documentation as well as program data collection, quality assurance, and evaluation for the Margaret’s Place programs. The ideal candidate is highly organized with strong attention to detail, team-oriented, has strong initiative, and is passionate about supporting Safe At Home’s work.

POSITION RESPONSIBILITIES:
• Track expenditures and completing funder invoices
• Support procurement processes
• Monitor and track deliverables, tasks, and deadlines
• Track data collection operations
• Support quality assurance and program evaluation initiatives
• Support Operations team with communication to internal and external stakeholders
• Support AVP of Operations with standard operating program procedures
• Support special projects and initiatives
• Other tasks as assigned

REQUIRED SKILLS/QUALIFICATIONS:
• Bachelor’s Degree required
• At least 2-3 years of relevant experience
• Excel, Outlook, Word, and PowerPoint skills highly preferred
• Strong organizational skills, attention to detail
• Ability to successfully manage multiple priorities at the same time

SALARY and BENEFITS:
• Salary commensurate with experience
• Medical/dental/life/vision insurance
• Vacation, sick and personal days
• 401k match of 6% (after 6 months) and other benefits

TO APPLY:
• Send resume, cover letter, and three references to jobs@joetorre.org
• No telephone calls please

The Joe Torre Safe at Home Foundation provides equal opportunity in employment for all qualified persons and prohibits discrimination in employment on the basis of race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity and expression, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, and unemployment status.