



Position: Program Coordinator

Organization: Joe Torre Safe At Home Foundation

Location: Los Angeles, CA

SUMMARY:

The Program Coordinator will work with the LA team to support programs through grant administrative duties, procurement of program supplies, data entry and evaluation initiatives, community outreach and workshops, program communications, and scheduling as part of a new initiative with several school districts in Los Angeles County. The ideal candidate is highly organized with strong attention to detail, team-oriented, able to take initiative, interested in community outreach, and passionate about supporting Safe At Home's work.

NOTE: This position is temporary remote due to COVID-19.

ESSENTIAL JOB FUNCTIONS:

Administrative

- Track expenditures and completing funder invoices
- Support purchasing and procurement processes
- Coordinate and manage communications with internal and external stakeholders
- Manage program calendar and support program team communications
- Track and manage Department of Health and Department of Education required paperwork
- Monitor and track deliverables, tasks, and deadlines
- Support quality assurance processes
- Support evaluation team initiatives and processes
- Support special projects and initiatives
- Other tasks as assigned

Programmatic

- Help raise awareness about the Margaret's Place program among parents and families at district schools and community based organizations in each of the five school districts in Los Angeles County that are part of a new Margaret's Place initiative
- Assist workshops and family activities at community and school-based partners, as needed
- Contribute to the resource list of community resources in partnership with MP Counselors and Program Supervisors.
- Work with program staff to deliver workshops/presentations to parents and students, as needed
- Participate in weekly supervision
- Participate in weekly staff meeting
- Other tasks as assigned

REQUIRED SKILLS/QUALIFICATIONS:

- Bilingual Spanish strongly preferred



- Bachelor's Degree or greater with a minimum of 2-3 years' experience in social services
- Experience providing program support
- Experience at working both independently and in a team-oriented, collaborative environment
- Strong written and oral communication skills
- Strong interpersonal skills
- Experience working with a diverse population
- Excel and Outlook skills highly preferred
- Strong organizational skills, attention to detail
- Ability to successfully manage multiple priorities at the same time

SALARY/BENEFITS:

- Salary commensurate with experience with a range of 45,000-50,000.
- Medical/dental/life insurance
- Vacation, sick and personal days
- 401k match of 6% (after 6 months)
- Other benefits

TO APPLY:

- Send resume and cover letter to jobs@joetorre.org.
- No telephone calls please.

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