



Program Coordinator JOB DESCRIPTION

Job Title:	Program Coordinator
Department:	Programs
Location:	13300 Pond Springs Road, Austin, TX 78729
Reports to:	Director of Programs
Employment Classification Status:	20 hours/week
Salary:	\$18-22 /hour

MISSION STATEMENT

Fostering Hope equips families, churches and organizations to transform the lives of foster and adopted children.

KEY ATTRIBUTES

The Program Coordinator exhibits strong organizational skills, administrative skills, and communicates clearly and professionally. They create an environment that welcomes participant interest and promotes positive interactions while coordinating programs for multiple audiences, including but not limited to foster and adoptive parents, child welfare professionals, and church leaders and volunteers.

PRINCIPLE FUNCTION

Reporting to the Director of Programs, the Program Coordinator will coordinate and facilitate planned program activities. This includes coordinating the Foster Care Babysitter Training Program and other training events, updating the CRM for all programs, and completing administrative tasks for programs. The Program Coordinator works with all staff, volunteers, clients and churches by planning and implementing programming activities and training.

KEY RESPONSIBILITIES

- Manage the coordination and communications of the program
- Assist in planning and coordinating training events
- Track program activities and outputs
- Assist in program evaluation projects
- Coordinate and market of program events
- Perform administrative duties for all programs
- Manage CRM for programs
- Collaborate with Director of Programs to promote a positive learning experience for various audiences
- Build community relationships to promote FH programs and services
- Communicate regularly to program partnerships with updates and reminders
- Coordinate organizations to participate in training dates and other events
- Manage social media page for connecting babysitters with foster families
- Create matching opportunities for program participants and foster families

REQUIRED EDUCATION, SKILLS & EXPERIENCE

Fostering Hope is seeking an accomplished professional who has at least 2 years of event/program coordination experience and CRM management.

Specific requirements preferred:

- BA in social work, education, psychology, human services or related field
- Highly collaborative style
- Sincere commitment to work collaboratively with all constituent groups, including CPS, nonprofits, churches, community stakeholders, families, staff, board members, volunteers, donors, program participants, and other supporters
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives
- Participate as a full member of Fostering Hope, adhere to our core values, attend staff meetings, participate in FHA events, and coordinate collaborative activities with other departments as needed
- Stay abreast of foster care, adoptive, and trauma-informed care trends through relevant books, articles, blogs, and other sources.
- Experience in the child welfare field is preferred
- Adhere to in-person office hours and remote office hours
- Evening and Weekend availability is required on occasion
- Must be comfortable with public speaking during program activities on occasion