

Bellingham At Home
<http://Bellinghamathome.org>

Position Title: Bellingham At Home Program Coordinator

Status: Part time (.5FTE)

Compensation: \$14.50 - \$17.00/Hr
(compensation dependent on qualifications & experience)

Location: Bellingham, Washington

Job Summary

Bellingham At Home (BAH) is looking for a creative, high-energy problem-solver able to manage the day-to-day activities of this new, membership services organization. We want someone who is flexible, customer service oriented, well organized, a good communicator (public speaking and written) and who possesses proficient computer skills with the Windows platform, Microsoft applications, social media and the Internet. We are looking for someone who will embrace and support the organization as it moves into its second year of operation.

The BAH Program Coordinator will work under the direction of the BAH Staff Lead and in collaboration with the Leadership Council and Task Forces to carry out the strategic objectives of the organization, to engage new and maintain current membership, to communicate Bellingham At Home's story, and to ensure smooth and efficient organizational functioning.

Job Responsibilities

This position will have administrative, fiscal, programmatic, supervisory and media responsibilities and will interact with a variety of individuals, businesses and other organizations including but not limited to Bellingham At Home organizational leadership, membership, and partners. A full job description is available upon request.

Tasks will include:

1. Developing & administering office procedures and maintaining files
2. Tracking & coordinating member information and referral systems
3. Conducting/coordinating a commercial service-provider vetting process
4. Providing support to the Leadership Council and organization task forces
5. Processing revenues/expenses
6. Managing production of the monthly newsletter, media releases and advertising placements
7. Assisting with organization, promotion & realization of special events

Job Qualifications & Experience

The successful applicant for this position will be a creative, high-energy problem-solver able to manage all day-to-day activities of a new membership services organization. He/she will be flexible, customer service oriented, well organized, a good communicator (oral and written), and possess proficient computer skills.

Position qualifications include:

1. An Associate degree. A Bachelor's degree is preferred, especially in a relevant area (Gerontology, Social Work, Health Administration or Human Services). Relevant work experience may be considered in lieu of education.
2. Minimum of 2-3 years of experience in community organizing, nonprofit management, and/or program development; working with seniors a definite plus.
3. Demonstrated listening and communication skills
4. Demonstrated interpersonal skills
5. Demonstrated organizational and project management skills
6. Demonstrated analytic and problem solving skills
7. Demonstrated computer literacy* (experience with the Windows platform & Microsoft applications, social media & the Internet)
8. Ability to work independently and manage multiple assignments

* This person also will be required to learn and work with Club Express, an internet-based, data management system. Previous experience with this or a similar system is preferred.

Application Materials & Deadline

To be considered for this position a resume and letter of interest indicating how your qualifications meet or exceed the job qualifications and education and experience requirements for this position must be emailed to

hr@bellinghamathome.org. Applications will be reviewed by March 28, 2017. This position will remain open until filled. A full list of job responsibilities is available upon request. No phone calls please.

Bellingham At Home is a non-profit membership organization modeled on the many successful villages across the country that empower older adults to stay active and engaged while living in their own homes and neighborhoods. It is a program of the Whatcom Council on Aging.