

## **Village of Takoma Park**

### **PROGRAM COORDINATOR**

#### **JOB DESCRIPTION**

The Village of Takoma Park is hiring a part time program coordinator to help the Village grow and thrive. The Village's mission is to provide intergenerational support to seniors and persons with disabilities who wish to live actively in the Takoma Park community by providing assistance, advice and neighborly support, facilitating access to needed service providers, organizing and managing Village volunteers who provide services and assistance, and collaborating with other organizations. The program coordinator will have a key role in expanding our services and solidifying community support.

**Education:** Bachelor's degree or relevant work experience

**Experience/skills:** The coordinator must be a well-organized, positive person with excellent communication and problem-solving skills. Experience in business administration or program development, preferable in the non-profit sector, is required. Computer competence and proficiency in Microsoft Office Suite is required. Work or volunteer experience with seniors is preferred.

**Responsibilities:**

Work with Village Board to maintain vetted volunteer process and data base.

Maintain organization's electronic database of contacts, including distribution/mail lists, membership enrollment, services and member needs, vetted providers and volunteers.

Work with Village Board Committees to develop a marketing plan to increase membership

Respond to telephone/email inquiries for assistance and assure timely response to all member requests.

Establish and maintain a grants management system for timely reporting to funding sources. Work with strategic planning committee to identify and respond to additional grant opportunities.

Support activities associated with the Board and committees such as calendar, schedules, locations, development of agenda and meeting materials.

Work with the Board Executive Committee and Village accountant to oversee all accounting functions necessary for auditing, budgeting, and financial analysis.

**SUPERVISION:** The Program Coordinator reports to the Board President and shall be employed part-time (20 hours/week). The coordinator will work from his/her home with regular meetings with the President and Executive Committee.

**SALARY:** \$20/hour for 20 hours/week as a contract position

**TO APPLY:**

Send cover letter, resume and contact information for three professional references to Andrew Penn, Village of Takoma Park: [andrewpenn@verizon.net](mailto:andrewpenn@verizon.net). Applications accepted until position is filled.