



Youth Council for Positive Development

Job Description: Program Coordinator

We are looking for a competent Program Coordinator to take the lead on our projects and provide day-to-day oversight of administrative and operational functions in order to achieve project sustainability and success in accordance with defined targets, strategies and goals.

Qualifications

- Has 4 to 5 years of experience with youth programs and advocacy
- Has the ability to manage time efficiently and work independently
- Is familiar with computer programs: (i.e., Microsoft Suite, Google applications, etc.)
- Possesses the ability to work well with a team and with people from diverse backgrounds
- Has outstanding written and verbal communication skills
- Is willing to learn and be responsible for self-development

Duties and Responsibilities

The role of a program coordinator includes, but is not limited to, the following:

- Manages the overall operation of the organization's programs
- Prepares reports and financial statements regarding program operations.
- Recruits and supervise participants and volunteers for programs
- Formulates promotional literature for the program such as brochures, newsletters, and flyers.
- Plans and organizes meetings/events that promote program objectives
- Organizes marketing communications (media relations, social media)

Terms of employment

This position is full time (40-hours) at a minimum of \$20.00 per hour. The position requires working some evenings and weekends. It includes ten paid vacation days and 10 paid holidays. The coordinator will be reimbursed up to 4% of their annual salary for health insurance premium payment with appropriate documentation provided.

How to Apply

This position is available immediately and will stay open until a qualified person is hired. E-mail cover letter and resume to ycpd.stl@gmail.com, and put "Program Coordinator" in the subject line. Applicants who do not meet the minimum requirements will not receive a response.

The Youth Council for Positive Development is an equal opportunity employer. People of color, women and LGBTQ persons are strongly encouraged to apply.