



## **JOB POSTING**

POSTING DATES: February 17, 2010 thru February 24, 2010

DIVISION: Matrix Human Services Center

POSITION TITLE: Program Coordinator

DIRECTLY RESPONSIBLE TO: Program Director

### **POSITION OBJECTIVE:**

The Program Coordinator provides direct assistance to the Program Director, Assistant Director, Matrix Human Services Center and Connecting Families Staff. S/he will perform program and operational tasks specific to the position.

### **QUALIFICATIONS:**

- Associates Degree from an accredited college or university preferred or (2) two years experience.
- Previous experience with community organizations in a nonprofit setting preferred.
- Must have experience with programming for youth.
- Excellent computer skills with proficiency in Microsoft Office, i.e., Word, Excel, Access and PowerPoint.
- Demonstrated ability to type 40 wpm utilizing a keyboard.
- Possesses leadership skills, well organized, self-starter, and able to work independently.
- Able to adapt to a flexible work schedule which may include evenings and/or weekends.
- Good record-keeping skills.
- Excellent written and verbal communication skills with ability to take and transcribe minutes.
- Attentive to detail and ability to work in a fast paced environment.
- Must have good interpersonal and time management skills; a high level of motivation.
- Willingness to learn.
- Must exhibit professional appearance and demeanor at all times.

- Demonstrate ability to work well with other people, community members and organizations.
- Automobile preferred with an excellent driving record and valid driver's license.

**NOTE:** Equivalent combinations of education and experience that could provide the required knowledge, skills and abilities, will be evaluated on an individual basis.

### **CONTINUOUS QUALITY IMPROVEMENT AND ETHICAL CONDUCT:**

All personnel of Matrix must adhere to the NASW Code of Ethics and incorporate Continuous Quality Improvement efforts into their everyday performance.

### **RELATED KNOWLEDGE, SKILLS AND ABILITIES:**

- Must have a high level of tolerance for and ability to manage multiple competing priorities.
- Tact in dealing with the public and ability to effectively work with senior level management and staff.
- Must have the strong ability to problem solve and provide effective solutions.

### **RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Assist with coordination of youth after-school and summer programming.
- Sit on one of the four Osborn Neighborhood Alliance committees.
- Conduct a quarterly survey for the Center/CF.
- Conduct a survey of all events located at The Center.
- Turn in a monthly report to Program Director.
- Maintain database for The Center.
- Maintain mailing lists for The Center.
- On-going recruitment and screening of volunteer candidates.
- Selection, orientation and training of new volunteers.
- Complete special projects utilizing Microsoft Office Suite applications for The Center.
- Complete other assignments and duties assigned by the Connecting Families staff.
- Responsible for managing all aspects of the business office for the entire site to include interaction with Matrix staff and vendors.
- Coordinate, plan and supervise meetings, tours, and special events with approval of the Center Director/Assistant.
- Attend Staff meetings and subcommittee meetings as plausible.
- Greet customers and visitors, answer the telephone and provide program information.
- Maintain an efficient and organized filing system for correspondence, reports, letters, minutes, contracts, fiscal and program documents.
- Prepare and manage invoices for payment through completion of check requests and necessary documentation for approval and submission.
- Act as Custodian over The Center Petty Cash in the amount of \$500.00 following guidelines established by management. Must accurately reconcile all check/cash disbursements on a monthly basis.
- Maintain inventory of program supplies and replenish supplies as needed within budget guidelines.
- Perform other duties as required by supervisor.

EQUAL OPPORTUNITY EMPLOYER

Please send resume to:

Matrix Human Services, Human Resources Department

120 Parsons St., Detroit, MI 48201

(313) 831-1000 (313) 831-9139 (FAX)

Email: [dnewing@matrixhs.org](mailto:dnewing@matrixhs.org)