

## **Program Coordinator**

*Sponsored by Alianza de la Comunidad*

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### **Mission:**

To sponsor greater cross-cultural interaction and community-building among Howard county residents.

***Why is this important?*** To contribute to Alianza de la Comunidad's goal of educating the community about Hispanics in Howard County.

### **Objective:**

To provide structured, consistent opportunities for county residents to:

1. Gain insight on the commonalities of shared goals and perspectives in order to strengthen the larger community of Howard County.
2. Increase their acquisition of either Spanish or English language in an informal, conversational environment;
3. Provide opportunities for discussions of a variety of culturally-infused topics such as world-view orientation, recreation, heritage, societal expectations, cooking, etc..

### **Volunteer positions:**

The Program Coordinator for Alianza de la Comunidad coordinates, organizes and attends organizational community programs. The schedule is flexible, but may require attendance at day and evening meetings and programs. The Coordinator represents Alianza at various community meetings and informational fairs (health related, job related, etc.) The Coordinator is also responsible for confidentially maintaining the organization's client database and ensuring that it is kept current. The Coordinator will be asked to research potential funding sources and to assist in the preparation of grant proposals and reports. This is a community-oriented position, that requires familiarity and understanding of the living and working conditions of the Hispanic community in Howard County.

### **Skills:**

- Experience in human services, administration or community organization management commensurate to an undergraduate degree in a related field; or an Associates degree with related experience.
- Oral and written fluency and proficiency in both Spanish and English languages
- 2-5 years of financial management experience
- 2-5 years of community-relations/community-building/outreach experience
- 2-5 years of program coordination/management experience from inception to closeout

- 1-2 years of customer service experience
- 0-1 year of public speaking experience
- 2-5 years of administrative/office management experience
- 1+ year of data-base experience
- Proficient in MSOffice office software and internet usage Preferred:
- Undergraduate degree in health, business, education, social work or related field.
- Experience in grant-writing and evaluation
- Experience in non-profit funding and development
- Experience in marketing, outreach and networking
- Experience in volunteer recruitment and management
- Experience in training development and coordination