

Position: Community Center Program Coordinator

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Grow your Non-profit Career at Vivalon!

The **Program Coordinator** supports the offering of a variety of programs, presentations, and workshops. These programs include social, recreational, nutritional, and educational focuses. Works closely with other team members and organizations in the planning, development, and implementation of programs/activities.

Essential Functions:

- Create, plan, implement and evaluate classes, activities, and events which focus on education, health/wellness, exercise, creative arts, language arts, technology, and more.
- Create, plan, implement and evaluate multicultural classes, activities, events, and social groups.
- Create, plan, implement and evaluate trips/outings in support of member interests and needs.
- Provide support for citizenship-related tutoring and classes, as well as English as a Second Language (ESL) programs.
- Conduct a broad array of outreach methods in the community to boost awareness, interest, and participation.
- Cultivate and maintain collaborative partnerships with area agencies and organizations.
- Work at the Guest Services desk per established schedule that may include opening and closing duties, as well as coverage for lunches and breaks (as needed).
- Organize, distribute, and analyze data from member satisfaction surveys.
- Collect, analyze, and provide reports utilizing a database.
- Set up and break down areas for classes and events.
- Ability to lift and carry up to 25 lbs.

Qualifications:

- Experience in community outreach and program development is desired.
- Strong initiative and communication skills.
- Demonstrated ability to effectively develop solutions to problems.
- Highly organized with excellent interpersonal and leadership skills.
- Ability to coordinate and work effectively with coworkers and volunteers.
- Proficiency in Microsoft applications.
- Proficiency in a language other than English, preferably Spanish, is highly desired.

Compensation: \$23 - \$27/hour

All Vivalon employees must be vaccinated against COVID-19 and receive the vaccine booster dose as soon as eligible

Vivalon is an Equal Opportunity Employer.