



PROGRAM COORDINATOR II

Job Description Form

Division/Department	Center for Education Opportunity		
Location	2010 Bridge Blvd. SW		
Reports to	Tara Armijo-Prewitt	Title	Center Director

Level/Grade	Type of position:	Hours <u>40</u> / week
6	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

SUMMARY

Coordinates activities and functions of a designated program to ensure that goals and objectives specified for the program(s) are accomplished in accordance with established priorities, time limitations, funding limitations or other specifications. Through assessment, collaboration and research, develops and implements new programs to meet the needs of the community.

RESPONSIBILITIES

- May coordinate, monitor or oversee the activities of subordinates.
- Develops and schedules program work plan in accordance with specifications and funding limitations; oversees daily operations and coordinates activities of program; determines priorities.
- Monitors and approves program expenditures ensuring that budget allocations are not overspent.
- Prepares periodic reports, financial statements and records on program activities, progress, status or other special reports for management or outside agencies.
- Evaluates program effectiveness to develop improved methods; devises evaluation methodology and implements; analyzes results and recommends and/or takes appropriate action.
- Provides coverage as needed during staff shortage.
- Researches new programs and services.
- Makes recommendations and provides strategy for implementation of new programs and services.
- Establishes partnerships within the community to assess needs.
- Collaborates with community partners to implement programs.
- Reviews applications or other program documents independently or in conjunction with supervisor to determine acceptance or make decisions pertaining to program.
- Implements and enforces agency policies and procedures.
- Respond appropriately to the cultural differences present among the Agency's service population.
- Incorporate and demonstrate the mission, vision, work, core value and activities of Catholic Charities in a positive manner with all staff, clients and the general public at all times.
- Performs other duties assigned by the supervisor.
- Reports to supervisor.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle or feel, and talk or hear. The employee is frequently required to walk or stand, reach with hands or arms, climb or balance, stoop or kneel. Specific vision abilities required by this job include close and distance vision. They may occasionally push or lift up to 50 lbs.

WORK EXPERIENCE REQUIREMENTS

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<ul style="list-style-type: none"> - Three years' minimum of administrative/coordinating and supervisory experience. - Valid NM driver's license and a clean driving record. - Knowledge of issues pertaining to area of assignment. - Knowledge of budgeting and accounting principles. - Skill in organizing work of self and others. - Advanced in Microsoft Office Suite and databases. - Strong command of the English language and excellent writing skills. - Demonstrated ability to write clear, concise reports, computer literate and able to meet deadlines and other administrative requirements. - Must be able to work independently with minimum supervision and able to relate to the public. 			
EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> - Bachelor's degree in relevant field OR a satisfactory equivalent combination of education and experience. - Bilingual in English/Spanish will be required for specific positions; preferred for others. 			

Employee's

Signature: _____ **Date** _____

THIS SECTION IS COMPLETED BY HUMAN RESOURCE

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	