



# PROGRAM COORDINATOR I

Job Description Form

Division/Department	Center for Community Involvement		
Location	2010 Bridge SW, Alb. NM 87105		
Reports to	Cami Mallory	Title	Center Director

Level/Grade	Type of position:	Hours <u>40</u> / week
5	<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.

## RESPONSIBILITIES

- 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.
- Reviews applications or other program documents independently or in conjunction with supervisor to determine acceptance or make decisions pertaining to program.
- Ensures compliance with daily program schedule.
- Implements and enforces agency policies and procedures.
- May coordinate, monitor or oversee the activities of subordinates.
- Provides coverage as needed during staff shortage.
- 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 Center Director.
- Reports to Center Director.

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. The employee must occasionally lift and/or move up to 50 pounds when picking up children. Specific vision abilities required by this job include close and distance vision.

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<b>WORK EXPERIENCE REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>- Three years' minimum of administrative/coordinating experience.</li> <li>- Knowledge of issues pertaining to area of assignment.</li> <li>- Knowledge of budgeting and accounting principles.</li> <li>- Computer and technology proficient; must be able to easily use Microsoft Office software (Word, Excel, Publisher and Outlook).</li> <li>- Skill in organizing work of self and others.</li> <li>- Demonstrated ability to write clear, concise reports, computer literate and able to meet deadlines and other administrative requirements.</li> <li>- Must be able to work independently with minimum supervision and able to relate to the public.</li> <li>- Valid NM driver's license with a clean driving record may be required.</li> </ul>			
<b>EDUCATION REQUIREMENTS</b>			
<ul style="list-style-type: none"> <li>- Associates Degree in a relevant field OR a satisfactory equivalent combination of education and experience.</li> <li>- Bilingual in English/Spanish is preferred.</li> </ul>			

**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	