

HELPING MAMAS

Program Coordinator – Albany, Georgia

Job Purpose / Objective

The role of the Program Coordinator is to assist the Director of Engagement with program implementation and resource management.

Essential Functions & Primary Duties

- Develop and implement an efficient product ordering and distribution process with and for partners
- Coordinate and implement mobile distribution events
- Facilitate general and agency-specific communication with partner agencies
- Recruit, manage, and support volunteers and the development of an engaging volunteer program
- Assist with the oversight of VISTAS and interns
- Support the Director of Engagement with office maintenance
- Assist with grant writing and management
- Assist with program events, including partner agency meetings, volunteer events, and Helping Mamas' engagement activities
- Provide positive customer service and represent Helping Mamas in a professional manner
- Conduct all Helping Mamas activities in an ethical manner
- All other duties as assigned

Qualifications Required

- Bachelor's in social service or public health field required
- Nonprofit experience and grant management is preferred
- Volunteer recruitment and management experience
- Bilingual in Spanish preferred but not required
- Occasional day travel required
- Access to a car is a requirement
- Passion for the vision, mission, and values of Helping Mamas
- Strong interpersonal and organizational skills
- Ability to maintain organized records
- Ability to modify work schedule and work varied hours—nights and weekends as needed
- Ability to work in a fast-paced environment

Salary Range: \$33,000-\$40,000