



Serving Families With Special Needs

Position: Program Coordinator

Pay Classification: Full-time Exempt

Reports to: President & CEO

General Description: The primary objectives of this position are to ensure the ongoing development and growth of all aspects of Special Reach programs, including but not limited to ensuring the smooth running all programs and supervision of program staff.

Qualifications:

- Bachelor's Degree from an accredited university.
- Experience in the nonprofit sector required.
- Experience in running programs required.

Responsibilities:

- Assures that quality program services are delivered, and outcomes are achieved.
- Provides supervision to program staff.
- Follow-up, document and expedite actions internally and with client and vendors routinely.
- Attends and participates in agency and community meetings and trainings as requested by President & CEO.
- Maintains databases, spreadsheets, and files utilizing various computer software programs.
- Promote programs and screen clients for participation in the programs
- Ensures program compliance with all regulatory authorities.
- Ability to work effectively and efficiently remotely temporarily.
- Possession of a current Texas driver's license, insurance, a clean driving record, and access to reliable transportation.
- Other duties as assigned.

Physical Requirements: Must be able to perform all required job tasks in a climate-controlled office and outdoors exposed to changing weather conditions.

Compensation:

- Medical Insurance
- Salary range = Program Coordinator Grade
- Paid Time Off
- Retirement Benefits

Interested candidates send cover letter, resume, and salary requirement to Cici Osonma at special.reach@gmail.com

Note: This job description is not intended to be all inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.