

Program Coordinator Job Description

Friendship Circle of Washington

The Friendship Circle of Washington is a nonprofit organization serving children and families with special needs in the King County area. Our programs aim to bridge the gap between special needs and typical youth, empower special needs youth with the skills they need to live a productive and independent adult life, give parents and families much-needed respite, and nurture a sense of awareness and communal responsibility in our teen volunteers. We provide families and siblings of children with special needs with a caring community where they are understood, appreciated, and embraced.

As a growing organization, we are hiring a Program Coordinator who will hold a variety of critical responsibilities that support the strength of our programs. The Program Coordinator will be the main point of contact for our 50+ families, will be present for all programming, and will be a pillar of the success of our programs in many ways. This person should feel motivated and excited about working with youth with special needs and with typical teens in a program setting and be committed to our values of community and inclusion.

Primary Responsibilities:

- Co-coordinate and administer all programs and activities including 2-3 Sunday afternoons per month and two weekday evenings per month from September-June (programs run with the school year)
- Work closely and support families through personal outreach and relationship-building;
- Manage family RSVPs to programs via text, email, and our online system
- Work with the Program Director to onboard new families
- Assist social media efforts for programs;
- Work collaboratively with staff, volunteers, and program specialists;
- Plan and organize community-wide events to address mental health within the community through the U Matter Teen Mental Health Initiative
- Develop creative programming to address needs within the community.
- Other duties as assigned.

Desired Professional and Personal Qualifications:

- Bachelor's degree preferred;
- Experience working in a program setting with children and teens a plus;
- Demonstrated flexibility to respond to competing demands and changing programs quickly;
- Comfort in interacting with and leading groups of teens;
- Ability to motivate and energize others;

- Big-picture thinker who is also detail-oriented and holds themselves to a high professional standard;
- Ability to identify and preempt challenges by working closely with supervisors and staff in a positive, proactive way;
- Sensitivity toward the Jewish community;
- Effective written and organizational skills including the ability to manage multiple channels of communication with families and volunteers through social media, email, text, etc.

Salary: \$51,000-60,000 DOE

Part and full-time positions are available.

Open until filled.

To inquire please send a cover letter detailing your qualifications and interest along with a resume to esther@friendshipcirclewa.org.