REDWOOD COMMUNITY ACTION AGENCY

Community Services Division

# AFACTR (Assisting Families to Access Changes Through Resources) PROGRAM

**JOB ANNOUNCEMENT**

# POSITION TITLE: PROGRAM Coordinator

**STATUS: Fulltime / health benefits after 30 days of employment / paid vacation, sick & holidays**

**PAY RATE: $18.00 - $19.00 D.O.E.**

**AVAILABLE: Immediately**

**DEADLINE: Open until filled; interviews will be on-going as applications are received**

**APPLICATION PROCESS:**

**Required Employment Applications and instructions for submitting your application materials are available at:** [**www.rcaa.org**](http://www.rcaa.org)

**PLEASE NOTE: Incomplete applications or resumes without applications will not be accepted. Resumes and cover letter with your application are highly encouraged**

**PLEASE NOTE:**

* This job description should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents may be required to follow instructions and perform other duties as required by their supervisor.
* This position is considered a **“safety-sensitive”** job and will be subject to RCAA’s “Substance/Alcohol Abuse” policy. This policy is included in the Policies and Procedures and a more detailed brochure is available from the Human Resources Department which further outlines the policy.
* RCAA is an **“Essential Business”** that continues to operate during unexpected events, such as: earthquake, natural disaster or a public health emergency. Thus, employees of RCAA are expected to continue to perform their jobs while taking all appropriate safety precautions.

## POSITION PURPOSE

Under the general direction of the Community Services Division Director, or their designee, the Program Coordinator is responsible for all aspects of the AFACTR AmeriCorps program operated by the Redwood Community Action Agency. The Program Coordinator will maintain effective relationships with community partner sites; support AFACTR members and activities; assist in creating the new program structure to assure project maintains high quality standards and meets all grant guidelines, publicize program accomplishments and support program goals.

**ESSENTIAL JOB FUNCTIONS**

**Specific Tasks:**

* Oversee all aspects of the AFACTR AmeriCorps program to assure effectiveness and compliance
* Monitor the AFACTR web page and develop outreach materials
* Develop and maintain computer records of all project partners, members and applicants
* Maintain confidential files for AFACTR members following RCAA and AmeriCorps policies for program evaluation purposes
* Keep detailed and accurate data of all project events and activities to be used in completing all member and partner AmeriCorps requirements
* Responsible for AFACTR member enrollment process
* Complete fiscal processes to reimburse expenses using RCAA and AmeriCorps policies and guidelines in working with members and outside vendors and contractors
* Develop and maintain contracts or Memorandums Of Understanding as directed
* Manage and track expenses within project budget according to RCAA and AmeriCorps policies
* Coordinate recruitment, interviewing, placement, hiring and disciplinary actions for AFACTR members
* Provide support and guidance for AFACTR members to develop esprit de corps
* Provide support and guidance for site supervisors
* Work to maintain AmeriCorps partnerships and foster good relations within the community
* Maintain effective working partnership with state AmeriCorps partner Prevent Child Abuse California
* Create and coordinate year round AFACTR training and event schedule, schedule and facilitate various meetings and AmeriCorps events
* Other duties as assigned

**Ability To:**

* Read, write, speak, and understand the English language
* Demonstrate good writing and organizational skills
* Manage multiple tasks in an efficient manner and work effectively under pressure
* Communicate clearly both verbally and in writing
* Develop and maintain cooperative and effective relationships with co-workers, RCAA Agency staff, personnel of other agencies, funding source representatives, the local service population and with individuals contacted in the course of work
* Strong interpersonal skills and the ability to relate to individuals who may not share basic beliefs, including value systems and behavioral norms.
* Work with culturally diverse communities being culturally sensitive and appropriate.
* Skill to maintain a professional, confidential work environment.
* Establish and maintain personal and programmatic boundaries
* Work independently and as part of a team
* Relate to the needs and concerns of AmeriCorps Members and site supervisors
* Lead and motivate AmeriCorps Members
* Provide adequate supervision and enforce disciplinary action when required
* Develop comprehensive assessments and work within clearly defined objectives
* Work occasional weekend and evening hours as needed
* Ensure and protect Agency, employees, program and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection

**MINIMUM QUALIFICATIONS**

**Required:**

* BA in social work or related field or experience and/or training that can be directly related to the required job responsibilities may be substituted for education on a year-for-year basis
* One year work experience in social services
* One year work experience in program administration
* Proficiency in general computer usage including navigating websites and databases
* Experience planning events
* Experience working in partnership with a diverse group of organizations

**Desired:**

* At least 2 years’ experience working in human service field
* Experience as a national service member
* Demonstrated experience using database, spreadsheets, and desktop publishing, email and word processing programs on PC

**OTHER REQUIREMENTS**

* Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law
* Must have means and capacity to perform job related duties with personal vehicle, as may be required, and must have proof of current automobile insurance
* Possession of valid California Driver’s License with acceptable DMV driving record
* Submit to fingerprinting for criminal record clearance/background checks with acceptable results
* Valid First Aid and CPR certification or willingness/ability to be certified
* Proof of required education (i.e. AA, BA, MSW, etc.)
* Home or cell phone with the ability to take voice messages and texts

**ESSENTIAL PHYSICAL & MENTAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

* Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
* Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
* Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
* Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment
* Must be able to perform duties of this position from the Community Services Division building and more directly, from the Program Coordinator office.

***RCAA IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER***

*We will not unlawfully discriminate against qualified applicants or employees with respect to any terms or conditions of employment based on race, color, national origin, ancestry, sex, sexual orientation, age, religion, physical or mental disability, medical condition, pregnancy, breast-feeding, gender identity, marital status, citizenship status, military or veteran status, genetic information, or other basis protected by applicable federal and state law.*