



# Family Life and Community Resource Center

## Program Coordinator

### Job Description

Reporting directly to the Executive Director, the Program Coordinator will plan and coordinate programs for the Family Life and Community Resource Center (FLCRC). This individual is responsible for overseeing the functioning of programs service delivery, ensuring compliance, and maintaining positive working relationships with clients, community organizations, schools, churches, and business partners. In addition, this individual is responsible for case management supervision, direct services, training, and monitoring program outputs and outcomes. The Program Coordinator also works with client/families to establish and accomplish goals, provide advocacy support, and promote empowerment to crime survivors.

### Qualifications

The Program Coordinator should be committed to FLCRC Nonprofit's mission. Candidates should have case management, counseling, coaching, and relationship management experience.

Specific requirements include:

- Bachelor's degree from an accredited College or University is required. Master's degree in social work, psychology, counseling or other related field is preferred.
- Knowledge, expertise, and a minimum of five years experience in the fields of social work, case management, counseling, and community outreach services experience. □
- Experience with Crime Survivors and Trauma-related mental health case management is preferred.
- Excellent interpersonal, written, verbal, presentation and multidisciplinary project skills is required.
- Proficient in MS Office and data management systems. □
- Action-oriented, adaptable, and innovative approach
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealistic, integrity, positive attitude, mission-driven, and self-directed

Interested candidates should submit a cover letter and resume to Dr. Ilene Harper at [info@familylifecrc.org](mailto:info@familylifecrc.org) by **April 11, 2019**.