

# Program Coordinator Job Description

## The Maple Center, Inc

### **Purpose**

*The job description gives direction regarding job duties; physical demands; training, experience, skills and abilities needed; and tools and equipment. The job description serves as a tool for the performance appraisal. Performance appraisals are to be conducted annually.*

### *Note:*

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made for a qualified individual with disabilities to perform the essential functions.*

### **POSITION REQUIREMENTS**

#### **Skills Required:**

- Basic office skills are required
- Computer skills and Social Media skills are required (Microsoft Word, Excel, Publisher, Facebook, Twitter, etc.)
- Graphic design skills and website development skills a plus
- Organizational skills: document, file, create reports based on research, maintain data bases, and revise documents as requested by supervisor are important
- Strong communication and presentation skills are important
- Writing and planning skills are important
- Skills working in teams/groups are important
- Event organization skills are important

#### **Personal Characteristics:**

- Friendly, outgoing nature
- Team Oriented
- Shows initiative
- Good Work Ethic
- Committed to community health improvement
- Appropriate dress and jewelry attire

#### **Physical Demands:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, climb stairs, and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms, stoop, kneel, and lift up to 30 lbs.

### **Demonstrates Knowledge of Center's Policy and Procedures**

- Understands the roles and responsibilities of various employed or contracted individuals and maintains a cooperative working relationship with each.
- Maintains open communication with the Executive Director.

### **Demonstrates Professional Conduct**

- Functions within the legal limitations of a nonprofit organization.
- Maintains a professional demeanor is courteous, friendly, considerate, attentive, and dependable, demonstrates commitment to responsibilities, and is willing to assist staff, clinician, and participants.
- Displays a positive appearance, including appropriate dress.
- Personal phone calls are kept to a minimum during working hours.
- Computer use is confined to professional use during working hours.
- Assumes responsibility for personal professional growth and development.

### **Education/Training Preferred:**

- Community Health or Marketing
- Functional grasp of standard written and verbal English, good spelling.
- Must meet and deal successfully with a wide variety of people.
- Must have exceptional follow up and organizational skills.
- Working knowledge of email, word processing, data base, web site maintenance, social media networking, and spreadsheets (Microsoft office suite and accounting computer software, ideally Quick Books.).

### **Position Responsibilities/Duties:**

- Learn and understand mission and goals of The Maple Center for Integrative Health
- Maintain confidentiality of all information learned about clients per HIPPA regulations
- Schedule and assist with community outreach activities for the center's programs, fundraisers, etc.
- Assist in the development of the monthly community electronic newsletter, update the Maple Center website, Facebook page and other social media.
- Assist in the development of program brochures, flyers and other marketing materials
- Enrolls participants and answer questions about the agency and provide forms to consumers in the community by phone, postal mail, email and in person
- Plan, organize, coordinate activities, and recruit volunteers for the center's nutrition classes.
- Schedule and attend Leadership team meetings and participate with the leadership team in developing the expansion of the plant based nutrition programs

- Compile records in database for participants of programs
- Develop new ideas for outreach and expansion of nutrition programs.
- Checks and appropriately responds to Maple Center email in a timely fashion. Keeps phone message current and checks voicemail frequently.
- Keeps accounting records accurately and within the parameters set by the center's accountant. Monitors budget categories.
- Assists in maintaining a current data base of board members, friends, staff, donors, participants, etc.
- Handles correspondence, prepares mailings and maintains filing as needed.
- Assists with contracts, administration of grants, and agreements with clinicians and outside groups with guidance from the Executive Director and Board of the Center.
- Work closely and communicate with the Executive Director and Committee members
- Attend Maple Center Board meetings, as needed
- Other duties as specified by Executive Director or Board Chair.

**Specific Tests, Checks, or Screenings:** A criminal history check is performed on all members

**Hours:**

This is an hourly half time position (Approximately 20 hours/week) operating hours Monday – Friday 1-5pm with some evenings and weekends.

**Benefits:** One week of paid vacation (starting after 6 months of employment).

*Our policy is to provide equal opportunity for all. We do not discriminate in any aspect of employment or service because of race, color, sex, national origin, religion, age, mental or physical disability (including HIV/AIDS), sexual orientation, or any other improper criterion.*

Send Resume to [dferguson@themaplecenter.org](mailto:dferguson@themaplecenter.org)