

Job Announcement

Full Time or Part Time Program Coordinator

ABOUT OUR ORGANIZATION

Children's Connections, Inc. is a non-profit organization, founded in 1987, that works with adoptive parents, birth parents, child care providers and other professionals to improve the quality of care for children. We provide adoption and embryo adoption, home studies, pregnancy support services, child care nutrition services, education and professional development seminar, along with occasionally special projects that benefit children, families and/or child care providers. Adoption services are provided statewide, while other services may be offered in only specific geographic areas.

Children's Connections Inc. is currently looking for a full-time Nutrition Program Coordinator to join the fast pace of this established agency. Children's Connections Inc. offers paid holidays, paid time off, and health benefits are available in an environment that is supportive, fun and friendly! The Nutrition Program Coordinator works closely with the agency directors. This job is important in the lives of many others.

WORK ACTIVITIES

We are seeking to hire a full time or part time Program Coordinator. Primary job duties may vary depending on how many hours worked, are:

- Respite Program for military families with special needs
- Enrolling families into the program, scheduling and monitoring providers
- Nutrition Program for family day homes
 - Review menus from family day homes, process paperwork using established procedures and check lists and calculate reimbursement amounts
 - Plan and schedule monitoring visits in family day homes throughout our service area to observe meals being served to children and complete related paperwork
- Training for Human Service Professionals
- Assign, monitor and train trainers
- Enroll trainees, issue certificates and collect evaluations
- Maintain data spreadsheets, files, and print reports
- Maintain a professional office environment and organized workspace
- Communicate effectively with clients, staff, and contractors
- Answer telephone, handling needs of callers as assigned and record and distribute messages in a timely, professional manner
- Occasional evenings and weekends
- Accept phone calls after hours on occasion
- Other duties as assigned

REQUIREMENTS

95% of job duties are conducted in office setting.

Bachelor's degree and two years' relevant experience required.

Proficient knowledge of Microsoft Word and Excel a must.

Good communication skills (written and oral) and being able to work well with all types of people is a must. Fluency in Spanish a plus.

Reliable transportation and a good driving record are required.

Qualified candidates must not conduct work for themselves or other agencies that would be a conflict of interest with any CCI program and must be able to pass criminal and child abuse/neglect background checks.

If qualified, send an email with attached cover letter and resume to Jobs@childrensconnections.org. We're unable to consider resumes without a current physical address, phone number, or months/years for previous employment.