

## Generation Alive – Program Coordinator

**Job Title:** Program Coordinator

**Status:** Full-Time

**Supervisor:** Program Director

**Salary Range:** \$35,000-\$40,000

**Description:** With oversight and direction from the Program Director, the Program Coordinator is responsible for the successful execution and implementation of Generation Alive's Programs. The position requires a high degree of initiative and independent judgment.

The Program Coordinator will continually assess and direct a wide range of activities including recruiting and training student interns, leading 5th-12<sup>th</sup> grade school based clubs and management of social media.

### **Responsibilities:**

- Provides support and meets regularly with the Program Director concerning program issues, efficiencies and outcomes.
- Assists Program Director in setting annual and long-term programmatic goals and objectives, establish, maintain, and improve program development strategies and program delivery methods and maintain an effective and ongoing communication and coordination of activities within the community.
- Develop strategic partnerships with other organizations that enable Generation Alive to provide increased value to schools and other organizations.
- Take an active role in the delivery of all programs.
- Maintain programmatic calendar and ensure that it is current and forward projecting.
- Manage social media content to maximize brand awareness (Facebook, Twitter, Instagram).
- Deliver multimedia presentations to large audiences (students and community).
- Oversee the hiring, training and supervision of first-year internship program.
- Maintain current intern training manuals and update materials, as needed.
- Assist Program Director in content development for all written Program Department curricula and publications.
- Other duties as assigned.

### **Requirements, Skills and Abilities:**

- Strong desire to work with and develop youth.
- Experience public speaking to large audiences, particularly youth.
- Ability to effectively create relationships in the community and develop strategic partnerships.
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- **Experience working in small groups and managing group dynamics.**
- Experience in leadership development and youth mentorship, specifically high school and college aged youth.

- Minimum of 1-year experience in program implementation, previous non-profit experience preferred.
- Social media proficiency, with experience in using social media for marketing and branding (Facebook, Twitter, Instagram).
- Computer experience; proficiency in Microsoft Office, specifically PowerPoint.
- Bachelor's Degree or 3 years equivalent experience in youth program development.
- Demonstrated, strong verbal and written communication skills.
- Able to represent Generation Alive in both secular and faith-based arenas.
- Highly motivated and committed to the mission of Generation Alive.
- Ability to establish relationships with leaders in the community, volunteers, board members, staff and donors.
- High level of energy, integrity, entrepreneurialism and a sense of humor.
- Ability to lift up to 50 lbs. consistently and be on feet for sustained periods of time.
- Commitment to supporting Generation Alive's Christian values and Code of Ethics; willingness to work in a setting that demonstrates these on a daily basis.

**If interested please send the following information to [Darrin@generationalive.org](mailto:Darrin@generationalive.org)**

- 1) Cover Letter
- 2) Resume
- 3) Three Professional References

**Position Closes: 11/20/2018**