



GENERATION ALIVE

ACTIVATING YOUTH TO LEAD WITH COMPASSION

JOB TITLE: PROGRAM COORDINATOR

STATUS: FULL-TIME, EXEMPT

SUPERVISOR: PROGRAM DIRECTOR

SALARY RANGE: 45-50K

POSITION CLOSES: 10/30/2022

JOB 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 assess and implement a wide range of activities including hunger, homelessness and anti-trafficking initiatives, recruiting and training student interns, leading 5th -12th grade school-based clubs.

RESPONSIBILITIES


- Assists Program Director in setting annual and long-term programmatic goals.
- Take an active role in the delivery of all programs.
- Maintain a programmatic calendar and ensure that it is current and forward projecting.
- 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.
- Provides support and meets regularly with the Program Director concerning program issues, efficiencies and outcomes.
- Other duties as assigned.


REQUIREMENTS, SKILLS & ABILITIES


- Strong desire to work with and develop youth.
- Experience public speaking to large audiences, particularly youth.
- Experience working in small groups and managing group dynamics.
- Experience in leadership development and youth mentorship, specifically high school and college-aged youth.
- Bachelor's Degree or 3 years equivalent experience in youth program development.
- Strong verbal and written communication skills.
- Able to represent Generation Alive in both secular and faith-based arenas.
- High level of energy, integrity, entrepreneurialism and a sense of humor.

If interested, please send the following information to Darrin@generationalive.org

- Cover letter
- Resume
- Three professional references

 509.747.6054

 hello@generationalive.org

 418 W Sharp, WA 99201