



URBAN LEAGUE OF BROWARD COUNTY

Position: Site Coordinator (Part-Time & Full-Time)
Department: Program Impact
Supervisor: Program Coordinator
Revision Date: August 2022

SUMMARY:

This position is primarily responsible for providing program oversight (elementary, middle, high) enrolled or participating. The Site Coordinator is responsible for effective implementation, management and evaluation of specific program outcomes performing the following duties.

CORE DUTIES AND RESPONSIBILITIES:

- Provides support to Program Coordinator.
- Provides onsite management at the assigned location and coordinates activities of the program.
- Develops and coordinates all program activities.
- Performs direct service as is necessary to meet contract performance.
- Oversees site functions to include student recruitment and retention.
- Reviews and approves participant enrollment packets.
- Reviews sign-in sheets and program documentation prior to submission to the Program Coordinator.
- Ensures contract compliance and that the program operates within the established contract/grant goals and/or Urban League's goals.
- Develops systems for collecting and evaluating data for policy and program development.
- Assists with program Quality Assurance process.
- Advises the immediate supervisor of needs, trends, and issues within program areas and recommends activities and strategies to address them.
- Researches and develops new problem solving opportunities for agency consideration to respond to needs. (i.e. organizational, program, community).
- Submits required programmatic paperwork, reports and assignments as requested in a timely fashion.
- Performs other related duties as may be assigned.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree (B.A.) from four-year College or University; and two years related experience and/or training.

OTHER SKILL, ABILITIES, AND QUALIFICATIONS:

- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- Outstanding organizational skills.
- Must be able to work evenings and weekends as business needs warrant.
- Must work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- Must be able to operate a personal computer using Microsoft Office Suite.
- Ability to carry out responsibilities with flexibility to adapt to changing organizational needs.
- Ability to balance the needs and expectations of multiple constituents.
- Positive and team-oriented attitude.
- Knowledge and ability to work with financial information.
- At least two years of job related experience and two years of experience in administration and staff supervision and/or equivalent combination of training and experience.
- A minimum of one years' experience managing contracts.
- Experience working with disadvantaged populations.

OTHER:

- Must have a valid Florida Drivers License and a reliable vehicle.
- Must pass a level 2 background and drug screening

Submit Cover Letter and Resume to:
hiring@ulbcfl.org

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER