



URBAN LEAGUE OF BROWARD COUNTY

Job Vacancy Posting

Position Description

Title:	Program Coordinator
Classification:	Exempt
Division/Team:	Education/Community Justice
Supervisor:	Division Manager

The Program Coordinator will oversee Community Justice Programs (New Diversion Alternative for Youth and Crime Prevention & Intervention.) New DAY is centered on the restorative justice model where offenders and victims meet face-to-face. CP&I is a school based program that utilizes a science based curriculum designed to prevent the development of criminal behavior.

Program benefits include but not limited to:

- ✓ Mentorship and case management
- ✓ Record expungement
- ✓ Life skills management
- ✓ Community service opportunities
- ✓ Law enforcement engagement
- ✓ Human trafficking awareness

Purpose of Position

A Program Coordinator is ultimately responsible for the effective implementation, management and evaluation of specific program areas.

Primary Duties and Job Responsibilities (does not include all duties)

- ❖ Hire, train and evaluate staff. Takes appropriate measures to maximize staff effectiveness and productivity.
- ❖ Support the implementation of programs by orienting staff to program regulations and requirements, goals and objectives, operational and reporting procedures to facilitate adherence to contract parameters.
- ❖ Review progress notes, file review, conduct Quality Assurance/Quality Improvement
- ❖ Communicate with State Attorney's Office, Broward County Civil Citation and courts regarding referrals, enrollment, status updates, and terminations.
- ❖ Facilitate weekly diversion small group sessions for participants and parents, as well as restorative justice conferences
- ❖ Facilitate monthly meetings with local law enforcement and task force committees
- ❖ Facilitate human trafficking sessions for youth (3xquarterly) and adults (1x quarterly)
- ❖ Implement and manage special projects as assigned.
- ❖ Ensure contract compliance and that the project operates within the established contract/grant goals and/or Urban League's goals.
- ❖ Develop systems for collecting and evaluating data for policy and program development.
- ❖ Serve as liaison to other community based agencies, governmental entities and institutions to further the goals of the Urban League via collaborations and partnerships.

- ❖ Research and advise the immediate supervisor of needs, trends, and issues within program areas and recommends activities and strategies to address them.
- ❖ Assist in drafting grant applications and/or foundation proposals utilizing collected research information and statistical data, which address target groups in need of service.
- ❖ Research and develop new problem solving opportunities for agency consideration to respond to needs. (i.e. organizational, program, community)
- ❖ Submit required programmatic paperwork, reports and assignments as requested in a timely fashion.
- ❖ Review and develop a working knowledge of regulations and guidelines as they apply to grant applications; utilizes basic knowledge of goals and objectives or government and private sector initiatives to develop programs in keeping with the mission of the agency and facilitate the implementation of these programs.
- ❖ Identifies funding to expand and enhance the League's programs and initiatives.
- ❖ Facilitate staff development through group and individualized activities as related to analysis of specific program, understanding of program development and improved use of individual skills.
- ❖ Actively participates in Urban League of Broward County's special event committees and projects.
- ❖ Manage and coordinate day-to-day activities of the program and performs direct service as is necessary to meet contract performance.
- ❖ Perform other related duties as may be assigned.

Standards for Measuring Performance

- ❖ Excellent written and oral communication skills.
- ❖ Outstanding organizational skills.
- ❖ Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- ❖ Must be able to operate a personal computer using Microsoft Office or similar applications.
- ❖ Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- ❖ Ability to balance the needs and expectations of multiple constituents.
- ❖ Knowledge and ability to work with financial information.
- ❖ Positive and team-oriented attitude.

Education/Experience

Bachelor's Degree in Criminal Justice, Public Administration, Social Work, Education or related human service area. At least two years of supervisory and program administration experience in a social, education and/or community based organization. At least two years working with youth in a diversion program.

Other

- ❖ Must have a valid Florida driver's license and reliable transportation.
- ❖ Must pass a Level 2 fingerprinting, drug, and background screening.

Submit Cover Letter and Resume to:

hire@ulbcfl.org

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER