



Urban League of Broward County

Employment Opportunity

Title: Program Coordinator
Department: Program Impact
Supervisor: Division Manager
Revision Date: April 2021

Out of School Time (OST) is designed to increase positive decision making in middle school students in an effort to reduce risk factors associated with substance abuse, teen pregnancy, delinquency and school failure. Youth are provided with tutoring and homework assistance after school and on non-school days and also engage employability skills training, physical fitness, life skills and cultural and leadership activities. Parenting skills workshops and family bonding activities are also facilitated.

Purpose of Position

A Program Coordinator is ultimately responsible for management of staff and program(s) which includes implementing program goals and objectives. Also, provide staff development for effective case management, program audits, and ensure effective and efficient delivery of services to clients.

Essential Duties and Job Responsibilities

- ❖ Ability to conduct panel interviews and make recommendations in the hiring of new staff.
- ❖ Train, coach and evaluate staff.
- ❖ Take appropriate measures to maximize staff effectiveness and productivity.
- ❖ Independent decision making with case management oversight.
- ❖ With collaboration, determines and approves operating plans, policies and procedures within youth case management division.
- ❖ 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.
- ❖ 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.
- ❖ Implement and manage special projects as assigned.
- ❖ 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.

Education/Experience

- ❖ Bachelor's Degree required in the field of social work, counseling, public administration, or related human service field. Master's Degree, preferred.
- ❖ At least three years of job related experience
- ❖ At minimum, 2 years of job related experience in administration and staff supervision.
- ❖ At minimum, 3 years of direct service case management experience
- ❖ Ability to coach and train staff as well as identify skill gaps.
- ❖ Knowledgeable in working with youth with multiple risk barriers.
- ❖ Unit base and cost reimbursement contract experience, a plus
- ❖ Results-oriented performance based contract knowledge, a plus.
- ❖ Detailed knowledge and experience in case management and documentation.
- ❖ Not-for-profit work experience, a plus.
- ❖ Willing to work some evenings and weekends
- ❖ Ability to express ideas clearly in both written and oral communications.
- ❖ Proficient in time management to fulfill all tasks in a timely manner
- ❖ Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities
- ❖ Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- ❖ Must be computer literate with familiarity utilizing client management systems
- ❖ Must have outstanding organizational skills
- ❖ Must have excellent presentation skills.
- ❖ Positive and team-oriented attitude

Other

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

Submit Cover Letter and Resume to:

hiring@ulbcfl.org

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER