



Urban League of Broward County Employment Opportunity

Title: **Program Coordinator**
Classification: Full Time - Exempt
Division/Team: Economic Services/Workforce Development
Supervisor: Division Manager
Revision Date: December 2021

Workforce Development provides technology training for adults ages 18 and older with at minimum a high school diploma or GED. The participants will gain access to certification programs, career counseling, and subsidized job placement assistance. Workforce Development opens the door to new career opportunities in the information technology industry including IT Sales, Computer Support Services, Information Security Analytics, and more.

Purpose of Position

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

Essential Duties and Job Responsibilities

- Responsible for all administrative and management activities related to implementing programs.
- Trains and evaluates staff; establishes effective working relationships and lines of communication with program staff and management team.
- Completes annual performance goals and performance reviews, including introductory reviews in a timely fashion for all staff.
- Assesses and resolves operational and personnel issues within written policies and procedures.
- Maintains a working understanding and knowledge of all program contracts and operational policies and procedures
- Maintains a working understanding and knowledge of all program related client management systems.
- Monitors and evaluates program components to ensure that contract compliance, program objectives and outcomes are achieved.
- Monitors and evaluates the accuracy of the program paperwork and client files to ensure compliance with all relevant rules, regulations, and guidelines; conduct site visits of programs.
- Prepares with Finance staff for all external audits from funding sources.
- Ensures that all internal and external corrective actions are implemented and maintained.
- Implements and monitors budgets to ensure efficient use of resources; monitors financial utilization and output realization for each program contract.
- Provides coordination and acts as a liaison to a wide variety of groups including governmental agencies, community based organizations, contractors, educational institutions, and employers to further the goals of the Urban League.
- Informs the Supervisor on all matters of importance and concern regarding programs.
- Supervises and ensures the accuracy of a wide variety of reports in a timely fashion.

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- Collates research and statistical data related to Urban League programs.
- Drafting grant proposals and program contracts utilizing collected research information and statistical data. Identifies funding to expand and enhance the League's initiatives.
- Evaluates programs and suggests program changes and/or development.
- Maintains positive relationships with all funding source representatives; responds to inquiries timely and accurately; attend meetings of funding sources.
- Facilitates staff development through group and individualized activities.
- Prepares reports as requested to address inquiries from internal and external sources.
- Responsible for implementing a comprehensive performance management system that complies with Urban League policies and ensures 100% contract compliance and utilization.
- Actively participates in ULBC special event committees and projects.
- Performs other duties as assigned.

Job Specifications and Requirements

- Bachelor's Degree required in the field of social work, counseling, public administration, or related human service field.
- At least three years of job related experience
- Experience with employment services and job placement.
- At minimum three years of experience in administration and staff supervision.
- At minimum, 2 years of direct service case management experience
- Ability to coach and train staff as well as identify skill gaps.
- Detailed knowledge and experience in case management and documentation.
- 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
- Bilingual (English and Spanish or French or Creole) candidates preferred.

Other

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

To Apply:

Submit Cover Letter and Resume to:

HIRING@ULBCFL.ORG

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