

Job Title: Program Coordinator**Organization:** SHARE**Location:** Midland, TX**Closing Date:** January 5, 2022

The Program Coordinator is given an opportunity to change lives by directly serving the families and children of Share. Share is a nonprofit organization that provides community and support for families with children with special needs. The Program Coordinator plays a key role on the team. Working under the supervision of the Program Lead and Programs Director, the Program Coordinator helps plan/host programming events while leading volunteer training and coordination.

Responsibilities:

- Assist Program Lead in programming and activities, including weekly respite.
- Lead volunteers in their service to the families of Share. • Develop volunteer orientation plan.
- Update/maintain confidential volunteer/training records as required.
- Communicate regularly with volunteers via phone calls, text, and/or e-mail.
- Represent Share at functions as assigned, including occasional weekend/evening events.
- Develop job descriptions and expectations for Share volunteers and room leaders.
- Attend weekly program meetings and monthly quality assurance meetings.
- Coordinate/host Teen Night.
- Serve as I.T. liaison.
- Update family charts biannually.
- Enter client information into Share database.
- Keep families updated on Share events through private Facebook page.
- Attend resource fairs.
- Along with Program Lead and Programs Director, develop yearly calendar.
- Perform other duties as assigned.

Qualifications:

- A passion for our mission.
- Bachelor's Degree or commensurate work experience.
- Substantial experience in nonprofit agency programming.
- Substantial experience working with volunteers.
- Proficiency in Microsoft Office.
- Excellent communication skills in speaking and in writing.
- Confident, energetic, and outgoing.
- Self-motivated and well-organized.
- Proven ability to coordinate multiple time-sensitive projects with attention to detail and accuracy.

- Adaptability.
- Must pass a criminal background check.
- Strong relationship-building skills.

Compensation/Benefits: Competitive salary commensurate with experience/education. Health Insurance 401K with employer match upon eligibility Travel reimbursement PTO/Holiday

How To Apply: Send resume and cover letter to: ed@sharewtx.org