

The Glades Initiative, Inc.
JOB DESCRIPTION

Job Title: Program Coordinator - Senior Support

Salary Range: \$35,000 - \$45,000

Job Summary: The Program Coordinator will be responsible for assisting in and supporting the efforts of the organization's system of care activities for the Senior Support Program. The Senior Support Program work with Senior Citizens with limited resources, living in the Glades area of Palm Beach County. The Program Coordinator will also be responsible for providing administrative support to the President and CEO as needed.

Basic Duties:

- Coordinate the Senior Support Program, to include:
 - Case management, supplemental food and referral services for up to 30 eligible seniors in the Glades, including documentation.
 - Managing all grant requirements for the Senior Support Program
- Assist with coordination of Nutrition Education Classes: working with staff trainers, volunteers and host sites, including required data management
- Work with other staff in the identification of gaps in services, as well as the generation of ideas and suggestions for means of addressing these gaps
- Actively participate in procuring additional grant resources for the program
- Conduct research, analyses, and assessments on new programs
- Collaborate and partner with provider agencies
- Advocate for residents west of 20-mile bend on health and human services issues
- Foster effective working relationships with health and human service providers
- Organizing and marketing provider forums, trainings, and events related to the mission
- Attend trainings, conferences, and meetings related to the position
- All other duties as assigned

General Knowledge, Skills and Abilities:

By definition of a system of care, there are numerous partners/ stakeholders involved and as such, the Program Coordinator will need to be able to work well in a team setting. Candidate must be computer literate and have a solid understanding of the health and human service issues facing the residents of the Glades communities. Additionally, the Program Coordinator must be comfortable with public speaking/ presentations to diverse audiences. Must be a self-starter and work well independently. Will also need to have and utilize strong organization skills. Bilingual proficiency is preferred, but not required.

Education and Experience:

This position requires a minimum of a high school diploma and some college. Bachelor's degree preferred, 2 - 4 years of health/ human services program experience. Bi-lingual Spanish/English preferred. This position is Non-Exempt and reports directly to the President/CEO.

Hazards of Position:

Some lifting and operation of light office equipment, some travel by public or private conveyance

To apply for this position:

Send email resume and cover letter to jobs@gladesinitiative.org with the word SENIOR in the title of the email.