

Loaves & Fishes Community Services (Full-time)

Position Description: Program Coordinator (Bi-Lingual -- English/Spanish)

Summary:

The Program Coordinator directs and manages all program desk activities. This includes the assessment of initial needs of clients, volunteers, donors and community visitors and ensuring they are routed appropriately. The Program Coordinator will manage the process of notifying agency personnel of visitor arrivals and providing general information to community callers and clients on available services, policies and procedures.

Duties and Responsibilities:

- Responsible for the training and supervision of volunteer program assistants including the use of the phone system and all program desk responsibilities
- Develop a thorough understanding of all Loaves & Fishes programs
- Manage the flow of clients for daily program appointments
- Help the agency maintain security by following opening, closing and emergency procedures
- Acquire a proficiency of agency information systems
- Maintain readily visible displays and supply of current agency marketing and program materials at the 1871 market and all food spokes
- Maintain supply of all technology materials at 1871 market and food spokes
- Keep program binders & materials up to date at the program desk
- Provide administration support for the Volunteer Income Tax Assistance (VITA) and Moving Up programs
- Ensure reception community board and digital communication system are up to date with appropriate client communications



Job Requirements:

- Flexibility to work occasional evenings and an occasional weekend day
- Excellent verbal communication skills and Spanish bi-lingual
- High School diploma or GED
- Excellent organizational skills
- Computer and Microsoft Office skills
- Ability to multi-task
- Well-groomed appearance and positive attitude
- Ability to lift and carry 20 lbs.

Please submit resume and cover letter to azediker@loaves-fishes.org

Loaves & Fishes Community Services is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law. Qualified applicants protected by law are encouraged to apply.

