

CLASSIFICATION GRID: 38

BENCHMARK TITLE: PROGRAM COORDINATOR 2

BENCHMARK NUMBER: 82902

JOB FAMILY: CLIENT SERVICES

SCOPE AND LEVEL DEFINITION

Develops, implements, and evaluates strategic plans, goals, objectives, and policies for programs such as volunteer, hospice, and fundraising. May supervise staff.

TYPICAL FUNCTIONS AND RESPONSIBILITIES

1. Develops, implements, and evaluates strategic plans, goals, objectives, and policies for programs such as volunteer, hospice, and fundraising.
2. Performs budget duties such as developing budget submissions, preparing and presenting budget justifications and presentations, exercising signing authority, monitoring expenditures, following up on anomalies, and taking action to resolve problems.
3. Performs public relations and promotion activities such as preparing public relations material and advertisements, liaising with community groups, and arranging media coverage of events.
4. Implements and evaluates programs and projects.
5. Consults with community groups and health care professionals to identify trends, needs, and priority health issues.
6. Supervises staff by performing duties such as assigning work, providing feedback and evaluation, determining training requirements, orienting new staff, and maintaining timekeeping and attendance records. Resolves staffing problems, including calling in staff to ensure appropriate staffing levels.
7. Participates in recruitment and selection of staff by performing duties such as screening applicants, participating on interview panels, providing input into the development of interview questions, and making hiring recommendations.
8. Performs other related duties as assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Bachelor's degree in Commerce
- Recent, related experience of two years
Or an equivalent combination of education, training, and experience
Or other Qualifications determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to plan, organize, and prioritize
- Ability to establish and maintain rapport with clients
- Ability to supervise
- Ability to analyze and resolve problems
- Leadership skills
- Ability to speak publicly
- Knowledge of HIV and STDs and their impact on the community