

Program Coordinator
Part-Time, 24 to 30 hours per week

Grey Bears is a 501(c)(3) nonprofit community-based organization whose mission is to improve the health and well-being of seniors and our community through food distribution, volunteerism, resource recovery and recycling.

Reporting to the Operations Manager, the Program Coordinator is a hands-on catalyst conducting outreach and supporting the success and deliverables for organizational grants and programs.

Communications, Outreach and Advocacy

- Ensures effective operational requirements for grant deliverables, including coordinating programs and activities with clients, staff, volunteers and other agencies.
- Works with community partners, conducts marketing and outreach activities.
- Documents activities, provides data analysis and prepares budgets for grant reporting.
- Promotes grant activities and outcomes via e-newsletters, social media, printed collateral, phone calls and signage.
- Creates and distributes outreach and instructional materials; responds to and follows up on public requests for information.
- Leads group and one-on-one trainings.
- Attends committee and staff meetings and develops an understanding of all departments providing support as needed.

Support the Volunteer Coordinator function

- Support the Volunteer Coordinator function including recruitment, orientation, training, support and satisfaction surveys.
- Assist with volunteer schedules, data tracking and communication.
- Engage volunteers in deepening their involvement, helping them to become potential donors, fundraisers, board members and connectors.

Event and Activities Coordination

- Supports classes, activities and instructors to ensure a positive outcomes for attendees.
- Coordinates logistics, food and beverage for grant related and promotional events.
- Staffs informational tables, attends other public engagement and outreach activities.

Performs other duties as assigned.

Qualifications

- Bilingual Spanish/English required.
- Outstanding oral and written communication skills.
- Outgoing and friendly; a people person.
- Comfortable with public speaking.
- Experience building relationships with people of diverse backgrounds, belief systems, ages and abilities.
- Highly organized and detail-oriented.

- Hard-working and self-motivated.
- Ability to work independently with direction and as part of a team.
- Flexible and able to adapt to changing priorities.
- Experience with computers and tablets, Microsoft Office Windows 10 and Mac OS, and social media (Facebook, Instagram).
- Driver's license with clean DMV; ability to drive own car as needed with mileage reimbursement.

Special Conditions of Employment

- Occasional weekends/evenings.
- Ability to perform essential physical job functions typically requiring bending, squatting, sitting, standing, walking, handling objects up to 25 pounds, pushing/pulling, reaching above shoulder level and using fine finger movements with manual dexterity.
- Selected candidate will be required to pass a criminal history background check.

Compensation

This is a part-time position with varying hours that could lead to a full-time position, \$17.25 – \$19.10 per hour.

Position is open until filled. To apply, please send resume with cover letter to:

Grace Mora, Operations Manager
Grey Bears
2710 Chanticleer Ave
Santa Cruz CA 95065
Email resumes to: careers@greybears.org

Grey Bears is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, sex, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties.

For more information visit www.greybears.org.