

# **GROVE CHRISTIAN OUTREACH CENTER**

## **Job Description - Special Programs Coordinator**

### **About the Organization**

Grove Christian Outreach Center is a faith-based nonprofit organization with a stated mission to foster relationships through love and grace in order to improve the overall health of the Grove community. We accomplish this by providing food, clothing, financial assistance, school supplies and other support to vulnerable families.

At Grove Christian, we offer a fun, supportive work environment with a team of staff and volunteers working collaboratively to meet the mission on a daily basis. We believe in family and friendship and encourage fostering a supportive work environment that allows each team member to thrive and grow both personally and professionally.

### **Job Overview**

Our Special Programs Coordinator role is a full-time, salaried and exempt position with a four-day work week (Monday, Tuesday, Wednesday and Friday; closed on Thursday) with occasional night and weekend hours. This position will be responsible for the coordination of all aspects of our special programs, including Thanksgiving, Christmas, Prom, Summer Lunch, Summer Carnival, and Back to School initiatives. Our ideal candidate is service-minded with a passion to serve the vulnerable in our community.

### **Primary Responsibilities**

- ❖ Lead the development, planning and execution – from conception to completion – of our special programs (noted above) throughout the year
- ❖ Serve as a primary point of contact for the public regarding our special programs, helping to further build positive relationships within our community
- ❖ Create event planning timelines and lead successful completion of all tasks
- ❖ Develop and maintain program budgets
- ❖ Record and maintain all program documentation
- ❖ Work with the appropriate staff to identify volunteer needs for each event and oversee event volunteers
- ❖ Develop, coordinate and participate in marketing and publicity efforts for each program
- ❖ Manage attendee registration
- ❖ Regularly provide program updates to Grove Christian leadership
- ❖ Solicit in-kind donations
- ❖ Conduct post-program evaluation to help build best practices
- ❖ Collaborate with team members to identify appropriate contacts and manage intake and documentation of services provided

### **Required Skills and Qualifications**

- ❖ 2-3 years experience working in nonprofit or social sector
- ❖ 2-3 years experience in event planning and coordination
- ❖ Commitment to serving vulnerable populations with compassion and empathy
- ❖ Excellent organizational skills, including attention to detail and follow through
- ❖ Ability to juggle multiple projects at once and meet deadlines
- ❖ Strong verbal and written communications skills
- ❖ Ability to work effectively with diverse teams and build solid working relationships
- ❖ Perform effectively both independently and as part of a team
- ❖ High-level proficiency in Microsoft Office Suite, including Windows and Outlook

**Desirable Qualifications**

- ❖ Bilingual – Spanish and English
- ❖ Bachelor's degree
- ❖ Experience with budgeting and negotiating skills

**Benefits**

- ❖ Full-time, salaried and exempt position with a four-day work week (Monday, Tuesday, Wednesday and Friday; closed on Thursday) with occasional night and weekend hours
- ❖ Generous PTO
- ❖ The Center closes for two weeks at Christmas
- ❖ All major holidays are paid holidays
- ❖ Note: no medical/retirement package at this time

**Work Location**

- ❖ In-person role within Grove Christian's shared office space (hybrid or work from home is not available)