

Together For Jackson County Kids

Program Coordinator Position Description

Position Overview: The Program Coordinator will work with the coalition, Together for Jackson County Kids, providing administrative support including record keeping, promotion and marketing, and program support. The person in this position will connect regularly with coalition leadership.

Responsibilities:

- Provide staff support to Together for Jackson County Kids including attendance at and management of meeting agendas, email reminders, minutes, mailing lists, correspondence, program support.
- Promoting community engagement in the coalition's work such as volunteer recruitment, coalition membership, financial support, etc.
- Coordinate with all advertising means (radio, newspaper, social media, email lists, etc.) to communicate about TFJCK activities and recruit participation in upcoming programs.
- Assist coalition leadership responsible for key grants with monitoring, tracking, and collecting all data for grant reporting
- Provide support for community agencies implementing coalition programs including communication, promotion, and program logistics. Some programs include Strengthening Families Program; Suicide Prevention; Substance Abuse Prevention; etc.
- Web page content and maintenance as determined by coalition leadership.
- Assist with coordination of grant proposals to secure future funding.
- Assure appropriate and timely invoicing of expenses to the Financial Coordinator.
- Other duties as assigned by TFJCK Leadership Team.

Required Qualifications:

- Excellent public relations skills including phone, face-to-face, electronic, and written communications.
- Highly motivated and engaged individual. Must have the ability to work independently.
- Strong interpersonal skills with both youth and adults from diverse backgrounds.
- Word processing and data management applications using Microsoft Office Suite.
- Excellent organizational skills and ability to manage multiple tasks.
- Experience working with print, online, and radio media outlets.
- Commitment to a team work environment.
- Transportation adequate to fulfill the position's responsibilities.

Preferred Qualifications:

- Experience writing and/or working with state or federal grants.
- Past experience working with coalitions.

For more information and to apply: Send cover letter and resume to Together for Jackson County Kids, C/O Monica Lobenstein, Jackson County UW-Extension, 227 S. 11th Street, Black River Falls, WI 54615 or email monica.lobenstein@ces.uwex.edu. For more information call, 715-284-4257, Ext 2.

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