Position Description: The Program Coordinator provides administrative and program support to the Executive Director and Program Manager in managing the People Helping People Employment Program.

Essential Responsibilities:

- Manage workshop and coaching schedules
- Update client records; maintain client and other data in the PHP database, and supporting hard copies in notebooks
- Contact outreach and new education clients to encourage their attendance at overviews, workshops, study groups, and other PHP events through phone calls and email.
- Help clients progress through the program, by encouraging continued participation, and assignment completion, and by demonstrating excellent work habits and work ethic.
- Provide outreach support to community, government, and church organizations, to keep them informed of scheduled program overviews, and to support client referrals.
- Assist in scheduling presentations to new community contacts, employers, and women’s groups to recruit new partnerships and volunteers
- Prepare printed materials (brochures, flyers, newsletters) for distribution to agencies and clients
- Prepare monthly mailings
- Prepare client and volunteer notebooks
- Help prepare monthly, quarterly, and annual reporting statistics
- Support preparations for Single Mothers Seminars, Awards Dinners, and other PHP events
- Perform other administrative support functions as requested

Job Requirements:

- Working knowledge of Microsoft Office products: Word, Excel, PowerPoint, Publisher, and Access
- Familiarity with Access Database and data input
- High standards of quality and professionalism with a strong attention to detail
- The ability to handle high stress situations
- Organizational and communications skills necessary to manage multiple clients, and multiple responsibilities
- Initiative, self-motivation, and the ability to work successfully with minimal supervision
- Flexibility to respond to a variety of requests or issues simultaneously and successfully
- Willingness to take on new responsibilities
- Strong customer service orientation, and ability to remain pleasant even during challenging client interactions
- A positive, can-do attitude
- Solutions and goal oriented
- Flexible working schedule to include regular evenings each week, and/or one or two Saturdays a month

Education and Experience:

- Associates Degree (Bachelor’s Degree Preferred)
- 1-3 years’ experience in administrative or customer service positions, non-profit work is a PLUS!

Status: Full-time Salaried Position – 40 hours/week
Salary: Depending on Experience (DOE)

Apply: [http://www.phputah.org/employment_application](http://www.phputah.org/employment_application)