



BLACK COALITION ON AIDS

JOB DESCRIPTION

JOB TITLE: PROGRAM COORDINATOR

GENERAL SUMMARY:

Under supervision of the Director of Wellness and Health Advocacy, the Program Coordinator plans and coordinates the day-to-day fiscal, administrative, and operational activities associated with BCA's contracts and services.. Essential duties include program planning, budgeting, implementation, monitoring, marketing, evaluation and reporting. In addition, this position will have secondary supervision and management responsibilities relative to designated program assistants and consultants.

RESPONSIBILITIES:

- Provides oversight of overall program activities to ensure the accomplishment of program goals and objectives, specifically those associated with the African American Health Improvement/ Stress Reduction Contract and Rafiki Wellness Services
- Collects and analyzes data; prepares scheduled and special reports to BCA management and funders; maintains electronic and paper program records and statistical information.
- Monitors program expenses to ensure they are consistent with the BCA budget contract line item expenses.
- Provides support in the development, implementation, and marketing of the program.
- Serves as a principal liaison between clients, staff, other departments, and/or external constituencies on day-to-day programmatic, operational, and administrative issues.
- Facilitates seminars, meetings, special projects, and problem resolution.
- Coordinates activities of support staff, consultants and/or volunteers engaged in implementation and administration of program objectives.
- Coordinates development of program promotional and educational materials, training manuals, and/or brochures, as appropriate to the program in collaboration with the Development and Communications department.
- Assists with grant and/or proposal writing as appropriate to the objectives and funding nature of the program; may participate in other fundraising activities.
- Performs additional and miscellaneous job-related duties as directed by the Director of Wellness and Health Advocacy or Executive Director in support of the mission, goals, and objectives of the agency.

PREFERRED QUALIFICATIONS:

- Bachelor's degree or at least 3-5 years of experience that is directly related to the duties and responsibilities specified or outlined in associated contracts. Wellness or Health Education background preferred.
- Computer literate
- Sensitivity to the realities of health disparities, specifically in the Black community.
- Experience working with a diverse staff and constituencies
- Good verbal, written, and interpersonal skills
- Sense of humor