



## **POSITION DESCRIPTION: COMMUNITY PROGRAMS COORDINATOR**

*Special Kids Connect is a 501 (c)(3) charitable organization whose mission is to develop resources, raise awareness, and provide support for children with disabilities and their families.*

**Title:** Community Programs Coordinator

**Work Schedule:** Part time (approximately 20 hours/week)

**Work Site:** Special Kids Connect, 1900 Garden Rd. #230, Monterey, CA and other locations within Monterey County, as described below.

**Travel Required:** Approximately 20% - 30%

### **PRIMARY FUNCTION:**

Under the direction of the Community Programs Director or a designee of the Executive Director, the Community Programs Coordinator's role will be to support Special Kids Connect's portfolio of community youth programs (REACH, SibStar, and the Volunteer League) and various outreach events (Spring Carnival, Back to School Resource Fair, Halloween Resource Fair, and Holiday Resource Fair) to ensure they meet the needs of the communities we serve, are financially viable, and are in alignment with Special Kids Connect's mission.

### **RESPONSIBILITIES:**

SKC's Community Programs Coordinator is an integral part of the Special Kids Connect team. Because of the nature of their position, the Community Programs Coordinator must possess a high degree of professionalism and an equally high degree of enthusiasm for working with individuals with disabilities and their families.

This job requires travel between the company's Monterey office and various community sites around Monterey County, including locations in Monterey, Salinas, and South County, along with travel to support workshops and SKC programs taking place at other Monterey County locations, as needed.

Additional responsibilities of this position include, but are not limited to, supporting the Education & Programs Director with the following:

1. Coordination & implementation of Special Kids Connect's portfolio of REACH programs
  - a. Onsite management and delivery of inclusive recreational programs
  - b. Ensuring adequate documentation in project notebooks & Google Drive of the following:
    - i. Participant paperwork
    - ii. Volunteer paperwork
    - iii. MOUs / contracts with host sites
    - iv. Record of expenditures
    - v. Survey results of participants/families and volunteers
    - vi. Photographs
    - vii. Additional collateral to be retained for historical and/or grant report purposes
  - c. Ensuring that program outcomes are aligned with grant funding requirements.
2. Community Programs Volunteer Management
  - a. Working with the Community Programs Director to develop and implement a plan for recruitment and continued engagement of individuals to fill volunteer spots as participants/coaches in REACH programs, SibStar workshops and Outreach events.
  - b. Ensuring all necessary release of liability forms are completed.
  - c. Developing volunteer training curriculum for various programs / settings / target audiences.

3. Community Programs Financial Management
  - a. Working with the Community Programs Director and Executive Director to develop and monitor program budgets for community offerings with the goal of achieving sustainability.
  - b. Identifying opportunities for program revenue and expense reductions
4. Supporting communication and public relation efforts for Special Kids Connect's various programs through the following ways:
  - a. Online registrations (e.g., Eventbrite) and promotional materials and content for print and digital distribution
  - b. Social media promotions
  - c. Supporting the translation of documents / marketing materials from English to Spanish
5. Supporting Special Kids Connect's small butt mighty staff with other community programs, such as workshops, events, and outreach activities, as needed
6. Professionally managing incoming calls from families, professionals, and other agencies to caringly connect them with the resource(s) they seek
7. Supporting special projects as assigned

**MINIMUM QUALIFICATIONS:**

1. High school diploma or higher
2. Bilingual and biliterate in both Spanish and English, demonstrating proficiency in spelling and grammar for both languages
3. Successful completion of pre-employment background checks and drug testing
4. Strong customer service and communication skills, both verbal and written, organizational skills, both analytical and problem solving, and the ability to recognize and work with confidential information.
5. Ability to manage requests/needs of multiple staff members and work on multiple projects simultaneously
6. Ability to manage multiple tasks and achieve deadlines under pressure
7. Ability and means to travel independently on a flexible schedule as needed (Proof of liability and property damage insurance on vehicle used is required.)
8. Proficiency in MS Office products (Word, Excel, PowerPoint) and Google Drive with a willingness to learn additional programs, as needed
9. A detail-oriented, positive attitude conducive to working effectively as a team member
10. Familiarity with the internet, cloud sharing, and social media

**DESIRABLE EXPERIENCE:**

Experience working in the nonprofit sector  
Experience with individuals with disabilities  
Certification in behavior analysis (e.g. RBT, BcaBA, BCBA)  
Experience with parents of children between the ages of 0 and 22  
Experience with school districts and/or special education  
Experience with Adobe Creative Suite

**COMPENSATION:**

Compensation based on education and experience