



## **PROGRAM COORDINATOR JOB DESCRIPTION**

*Position Title:* Program Coordinator

*Type & Classification:* Part-Time, Non-Exempt

### **JOB DESCRIPTION**

City of Refuge (COR) is looking for a Program Coordinator to develop and administer a variety of essential programs. This position will oversee and grow our current refugee programs; develop new programs; and oversee the recruitment, placement, and retention of volunteers.

### **RESPONSIBILITIES**

- Develop and Manage COR programs (70%)
  - Plan and coordinate current program and activities
  - Oversee Buddy English Program, assisting non-English speakers in new language acquisition
  - Maintain budget and track expenditures/transactions
  - Support growth and program development through positive relationships with refugees and Care Coordinators
  - Collaborate with other organizations and businesses to form partnerships
- Recruit volunteers for various opportunities within the organization (30%)
  - Serve as first point of contact and primary liaison for all volunteers
  - Develop and manage volunteer policies, procedures, and standards of volunteer service
  - Survey staff regularly to assess needs for volunteer assistance
  - Conduct and/or arrange for volunteer orientation and training
  - Evaluate all aspects of volunteer programs to ensure effectiveness and recommend/implement changes as appropriate

### **JOB REQUIREMENTS**

- Bachelor's Degree or equivalent
- Program management or volunteer coordination experience

- Ability to work with clients and staff of diverse nationalities, religions, languages, and cultures
- Excellent interpersonal skills and ability to communicate clearly and effectively with clients and staff
- Strong attention to detail and ability to provide clear documentation of services
- Patience and strong commitment to refugee clients
- Budgeting and reporting experience
- Ability to seek creative and innovative solutions.
- Ability to manage multiple projects with set deadlines/guidelines

*Supervision:* The person in this position will provide oversight to our volunteers. The person in this position will report to the Executive Director.

*Work Environment:* The person in this position will work and have access to a standard office, however this position will be flexible to occasionally work offsite.

*Equipment:* The person in this position will use the following equipment: personal computer.

*Additional Job Information:* This job is part-time and offers paid vacation. The position is based in Columbia, Mo. Duties will be conducted primarily during normal business hours with occasional evenings or weekends possible, depending on program needs.

## **APPLICATION INSTRUCTIONS**

Send a copy of your resume and cover letter by email to:

Garrett Pearson  
COR Executive Director  
[apply@cityofrefugecolumbia.org](mailto:apply@cityofrefugecolumbia.org)