

Summary

The Programs Coordinator is responsible for managing grant income and related communications for each program within the organization. These programs include:

- Street Outreach for neighbors without housing and/or experiencing immediate crisis.
- Youth Outreach for vulnerable youth, providing resource navigation and crisis intervention.
- LOSS Team providing postvention and support services to families experiencing a suicide.

This position performs functions related to grant application, grant management, donor communications, and community awareness. The position is accountable to the Executive Director and the policies and procedures established by the organization.

Responsibilities

- Responsible for developing a working knowledge of the organization's programs and impact as well as best practices within the industry.
- Responsible for supporting the Executive Director with program oversight to ensure compliance with policy/procedure and grant requirements.
- Responsible for communicating effectively with the Executive Director and Board of Directors, relaying grant status information in a timely and accurate manner.
- Responsible for representing and facilitating community confidence in the organization by working collaboratively with other public and private organizations in the community.
- Responsible for supporting the organization's communication plan with strategies to expand external understanding of the organization's mission and programs.
- Responsible for social media engagement and oversight on behalf of the organization, developing and relaying impact communications for community awareness.
- Responsible for identifying, applying, and managing organizational grant resources to maintain a positive financial position for the organization.
- Responsible for grant and contract administration in collaboration with Program Directors, which involves project planning, data collection, report compilation, and budget compliance.
- Responsible for compiling, submitting, and tracking monthly grant reimbursement requests and maintaining related records for audit purposes.
- Responsible for demonstrating positive leadership qualities, practicing effective interpersonal communication, and supporting the team using a strength-based mindset.

- Responsible for maintaining effective and responsive communication with funding sources related to reporting requirements and data requests.
- Responsible for collaborating with the Executive Director and Board of Directors regarding program budgets and funding opportunities.
- Responsible for supporting the team with fundraising efforts outside of grants to include event planning and donor development/stewardship.
- Responsible for representing the organization in community outreach and collaboration, demonstrating the values of Journey On in all internal and external interactions.
- Responsible for all other duties assigned by the Executive Director or Board of Directors.

Required Skills

- Knowledge of marketing strategies with the ability to publicly represent the organization.
- Knowledge of basic financial practices including budgeting, tracking, and reporting.
- Knowledge of fundraising strategies with an emphasis on donor stewardship.
- Willing to serve all demographics with compassion and without judgement.
- Work effectively with a team, demonstrating a friendly and positive attitude.
- Practice strong interpersonal and direct communication skills
- Able to make decisions and problem-solve in chaotic and/or stressful situations.
- Develop an awareness of community services and resources.
- Demonstrate flexibility with working hours and changing priorities.
- Collaborate with others to manage multiple situations and priorities effectively.
- Express ideas clearly and concisely in both verbal and written form.
- Display situational awareness skills with a priority for safety.
- Exercise mature judgement and maintain personal and professional integrity.
- Manage time to complete tasks in a timely and efficient manner.
- Be punctual, accountable, and consistent in performance.
- Display appropriate, professional, and healthy boundaries.
- Handle confidential information with discretion.

Qualifications

Required Qualifications

- Driver license, clean driving record, auto insurance, and access to a personal vehicle.
 - Able to pass a pre-employment drug screening.
 - Able to pass a background check without history in the following areas:
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- Active charges or convictions of sexual crimes.
- Active charges or convictions against children or elderly.
- Active charges or convictions of assault on a law enforcement officer.

Hiring Preferences

- 2+ years of experience working within the social services field.
- Direct experience with writing and administering nonprofit grants.
- Proven marketing and communication skills.

Work Environment

An employee must meet the demands described here to perform essential functions of the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

- This job is performed inside and outside of an office setting.
- This job is performed in all weather conditions when necessary.
- Must be able to lift and carry 25 lbs.
- Frequent driving within the Rapid City area.

This unique position requires team members to have strong emotional skills and handle high stress & chaotic situations while maintaining strong personal mental health.

Schedule & Compensation

This is a full-time, exempt position with an annual salary and paid time off provided. Work is typically conducted Monday through Friday during business hours.

How to Apply

Complete job application available on Journey On website at <https://journeyon-rapidcity.org/job-opportunities/>. Submit application as noted on application.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the organization's ongoing needs.