



## Job Description

<b>Title:</b>	Program Coordinator
<b>Reports To:</b>	Director of Youth
<b>FLSA Status:</b>	Non-Exempt
<b>Department:</b>	Youth Development
<b>Revision Date:</b>	July 12, 2017

### Summary:

A Program Coordinator is responsible for the effective implementation, management and evaluation of specific programs areas.

### Duties and Responsibilities include the following: (Other duties may be assigned)

- Supports the implementation of activities by orientating staff to program regulations and requirements, goals and objectives, operational reporting procedures to facilitate adherence to grant parameters
- Implements and manages special projects as assigned
- Ensures grant compliance and the operation of projects within the established grant goals and/or Urban League goals
- Develops systems for collecting and evaluating data for policy and program development and implementation
- Meets all performance standards and requirements established by the program grant and/or Urban League
- Serves as liaison to community based agencies and institutions to further the goals of the Urban League via collaborations and partnerships
- Researches and advises the Director of Community Development of needs, trends, and issues within program areas and recommends activities and strategies to address them
- Assists with drafting grant applications and/or foundation proposals, utilizing collected research information and statistical data that addresses target groups in the need of service areas
- Researches and develops new problem solving opportunities for agency's consideration to respond to needs as it pertains to the grants
- Submits required programmatic paperwork, reports and assignments as required in a timely fashion including grant reporting
- Conduct outreach to promote Urban League's mission and effective grant implementation
- Organize college tours for both local and statewide



Urban League of  
Palm Beach County, Inc.

*Empowering Communities.  
Changing Lives.*

### Standards for Measuring Performance

- Ability to carry out responsibilities with flexibility to adapt to changing needs and goals
- Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities
- Ability to balance the needs and expectations of multiple constituents
- Excellent communication skills
- Outstanding organizational skills
- Knowledge and ability to work with financial information
- Positive and team oriented attitude
- Computer skills, enabling use of Microsoft Word
- Performs other related duties as may be assigned