



PROGRAM COORDINATOR JOB DESCRIPTION SUMMARY

Partnerships for Permanence is a non-profit organization for former foster youth and adoptees coming together to raise awareness and actively work to improve the child welfare system. It is because of our team - because of their differing perspectives and life experiences - that P4P is as unique as it is today. We value every member of our team.

We are driven to fill opportunity gaps for young people who have aged out of the foster care system and have lots of potential, but few opportunities. We believe in investing in the next generation of young leaders who will transform the child welfare system.

Our approach to creating change happens in three unique ways:

1) Our Leaders Changing the System (LCS) program

- We teach aspiring youth leaders life and leadership skills, identity formation, communication skills, plus provide resources to career and educational opportunities, and one-on-one mentorship to support our youth's successful transition into adulthood.

2) Our Foster Alumni and Adoptee Support Network

- We provide an online support network for foster and adoptive young people to form lasting supportive relationships and build meaningful connections with other P4P members who have similar life experiences.

3) Our Child Welfare Trainings

- We teach child welfare professionals and foster and adoptive families how to advocate for young people through skills-building workshops, like how to better care for children of color (racial and cultural needs).
- We also partner with other agencies to raise community awareness and understanding of how to support foster and adoptive youth so they can grow into adults that live positive, peaceful, and prosperous lives.



Job Responsibilities

Our executive team is looking for a program coordinator, (30-40 hours per week). Partnerships for Permanence provides an opportunity to work in our downtown St. Paul office as your primary work location, with some flexibility to work remotely one day a week from home. Program Coordinator responsibility is to help develop and administer a variety of essential programming. The Program Coordinator will be responsible for a variety of tasks, including, but not limited to:

- Develop, plan, and administer innovative programming activities for young adults (18 and older) including: leadership and mentoring trainings, child welfare workshops, support groups and social events;
- Create strategic recruitment and engagement plans for participants to actively participate in P4P events and trainings;
- Provide administrative support for the development, implementation, and marketing of programs and organizational objectives;
- Coordinate administrative support activities that engages current team members, program participants, and volunteers (mentors and board members)
- Perform clerical and administrative support tasks as needed, including but not limited to: content creation, typing, and editing of programming materials, reports, and other documents;
- Assisting with curriculum development and grant or proposal writing process for the purposes of acquiring additional funding once familiar enough with the organization's objectives; and
- Performing specialized tasks where necessary and/or miscellaneous job-related duties as assigned.

Requirements

- Self-starter with program development experience.
- Personal and/or professional experience with foster care and adoption.
- Experience working with vulnerable populations and diverse ethnic groups.
- Bachelor or Master's degree in child/youth development, social work, psychology or other equivalent professional experience preferred.
- Willing to undergo criminal background check and sign/adhere to non-disclosure and non-compete agreements.



Professional Skills

- Some experience with event planning and developing innovative youth programming activities;
- Some experience facilitating virtual/online and in-person group meetings, workshops, training and conferences;
- Strong skills and experience in training curriculum development and grant writing;
- Some experience with graphic design for marketing purposes;
- Strong written and oral communication; and
- The ability to perform clerical, word processing, and other basic administrative office skills.

Interpersonal Skills

- The courage to try or learn something new;
- The courage to ask questions when something is not clear to you;
- The courage to receive constructive criticism and use it to better yourself;
- The ability to interact with clients, program participants, and team members in a polite and professional manner, consistent with P4P's organizational mission and values:
- Ability to manage multiple priorities and meet deadlines; and
- The ability to practice self-care while working with individuals affected by trauma and grief/loss

Salary Compensation

Salary compensation for program coordinator will range from \$36,000 - \$48,000, including health and dental benefits for eligible full-time employees only. Salary will be negotiated with the selected applicant based on qualifications and years of experience.

How to Apply

Email a detailed resume or CV, cover letter, and provide 3-5 professional references to info@partnershipsforpermanence.org. Once requested information is received, we will contact eligible applicants for an interview; then a criminal background check will be conducted for final applicants selected.

For more information about Partnerships for Permanence, please visit our website at www.partnershipsforpermanence.org to learn more about what we do, who we serve, and how we are transforming the child welfare system.