



Program Coordinator

Classification: Non-Exempt

Status: Part Time (20 hours per week)

Reports to: Shelter Director

Location: Eastside Family Resource Center

Community Assistance Network, Inc. (CAN) was founded in Baltimore County, Maryland in 1965 to eliminate the root causes and consequences of poverty. We presently serve clients in Baltimore County and surrounding jurisdictions and manage multiple programs providing a variety of services. CAN's mission is to work in partnership with the community to develop, operate, and support programs that reduce vulnerability and promote personal growth, dignity, stability, and self-sufficiency among people in Baltimore County experiencing economic challenges.

The Program Coordinator will facilitate and manage life skills workshops, financial literacy programs, and therapeutic groups for the residents of Eastside Family Shelter and the men's shelter in Rosedale, MD. Manages HMIS activity and documentation to ensure that residents' participation in programming activities is tracked.

Under the umbrella of CAN, the Homeless Shelter's mission is to provide a safe, clean, and supportive community which helps stabilize homeless men, women, children, and families by promoting self-worth, providing linkages to community resources, and encouraging personal responsibility. The Program Coordinator supports the mission by completing the following duties including, but not limited to:

Essential Duties:

Leading and coordinating providers for day program activities. Recruiting outside providers for educational and life skills workshops. Build/maintain positive working relationships with community partners.

Manage the program calendar for programming Monday through Friday.

Orientation for new clients on the shelter services.

Liaison for residents and case managers as needed.

Community Assistance Network, Inc. (CAN)

Equal Opportunity/Affirmative Action Statement

Community Assistance Network, Inc. (CAN) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, genetic information, national origin, disability, or veteran status.



Maintain statistics of group attendance and outcomes.

Specific Duties

Demonstrate highly developed oral and written communication and interpersonal skills, pleasant demeanor, and professional attitude.

Demonstrate flexibility and re-establish priorities and workplan to compensate for unanticipated changes in work volume to adequately meet needs as deemed necessary.

Demonstrates the ability to manage multiple projects simultaneously to meet deadlines.

Consistently uses discretion when discussing confidential matters. participates in the development and implementation of office goals and objectives.

Participates in community relations and fundraising activities as needed. Performs other duties as assigned.

Documents residents participation in programming activities in HMIS.

Qualifications

Associate degree preferred. Human service experience may be substituted for a college degree. Strong administrative and/or leadership experience.

Ability to identify efficient and effective systems that will foster structure and organize communication amongst staff and program partners at all levels.

Experience in working with the homeless or at-risk populations is preferred.

Effective interpersonal, verbal, and written communication skills; Strong organizational skills; Ability to work under pressure; Ability to work independently and as part of a team; Self-motivated.

Computer literacy and experience with Microsoft Office. Valid State of Maryland driver's license and transportation required.

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I have read and do understand and accept the responsibilities as the Day Program Coordinator of the Community Assistance Network, Inc. (CAN).

Signed

Date

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