



JOB DESCRIPTION

Job Title: Program Coordinator

Reports to: Executive Director/Program Manager Dept: Clinic in the Park
FLSA Classification: Non-exempt PT (15-20 hrs/week) Entity: Fiscal Sponsorship
Supervises Others: No

SUMMARY:

The Program Coordinator will provide overall coordination of community clinic events under supervision of the Clinic Manager. The Coordinator will be responsible for Clinic data systems, direct social media and publicity efforts, recruitment and coordination of volunteers and provide overall assistance to the Program Manager. Responsibilities include: assisting with logistics, implementation and duties of clinics, coordinating volunteers, analyzing data, producing data reports, posters and presentations, attending meetings, creating flyers, newsletters and website content and assisting with grants as requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Communicates effectively and courteously with all contacts—internal and external. Works well with a diverse team of people.
- Meets all requirements for confidentiality and for management of corporate, finance and personnel information including distribution controls, secure filing and disposal, and records retention and storage.
- Maintains current knowledge of and complies with organizational and department policies and procedures.
- Meets all applicable safety requirements for the position and work environment including prompt injury reporting.
- Organizes workload throughout the day to meet project timelines and deadlines. Minimizes time spent on personal calls and matters. Meets attendance and punctuality requirements; reports time and attendance accurately.
- Supports the vision and goals of Clinic in the Park and OneOC.

Administration

Prepares materials needed for monthly Clinics and maintains inventory.

- Oversees all volunteer-related communication.
- Expands and maintains communication with volunteer network

Programming

- Recruits and coordinates volunteers and collaborators for all Clinics and monitors on site Clinic operations
- Responsible for accurate and complete data collection at each Clinic event.
- Conducts volunteer orientation at each Clinic
- Helps direct and organize trainings, (e.g., data analysis, cultural competency, leadership development, etc.) on a quarterly basis.
- Responsible for taking accurate minutes at each meeting.
- Responsible for completing evaluation report for each educational meeting, forum and other related events. Evaluation must be completed by each attendee at meeting using AAP evaluation format.
- Organizes, implements and evaluates each Clinic, (i.e., layout, theme, speakers, collaborators, maintaining equipment and supplies and picking up and delivering items/supplies as needed and assuring inventory).

- Participates in Quality Improvement activities.
- Able to prepare and deliver oral and written presentations to collaborators, volunteers and others as assigned.

Marketing & Data Management

- Monitors and maintains social media and website.
- Prepares and disseminates flyers, announcements and newsletters for Clinics.
- Collects and analyzes data at monthly Clinics. Provides reports after each Clinic. Communicates with collaborators on results of each Clinic and year end outcomes.
- Oversees data stewards for Bike Helmet, Booster Seats, Needs Assessment, Key Services and others as needed.
- Assists in maintaining on-going databases, (e.g. in-kind goods, collaborators, volunteer, and all other data points.)
- Produces data reports, posters and presentations as needed.
- Assists with Clinic evaluation.

ADDITIONAL RESPONSIBILITIES:

- Other duties as assigned

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in Public Health or related field required
- Minimum of one (1) year of public health experience, preferably with the underserved population required
- Familiarity with diverse racial and ethnic backgrounds with regards to health and cultural needs required.
- Familiarity with statistics (an introductory course recommended) and data analysis
- Written/oral Spanish preferred
- Must speak, read and write English

COMPUTER & EQUIPMENT SKILLS:

- Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Uses Microsoft Office Word, Excel and PowerPoint as well as Internet and email programs proficiently.
- Uses typical office equipment (i.e., ten-key by touch).

PHYSICAL JOB REQUIREMENTS:

- Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely. Color vision required
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone
- Lifts up to 10 pounds regularly and 25 pounds occasionally
- Able to work in outside environment and in inclement weather, heat or cold with appropriate provisions

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form
- Able to set goals based on available information and to plan work in order to meet deadlines. Able to project likely future occurrences based on current or historic data
- Uses decision-making skills and judgment to work independently to resolve problems; able to identify those situations that require supervisor intervention for a solution

- Able to formulate appropriate responses to requests for services and information from internal or external customers
- Able to understand, comply and implement established processes, practices and systems.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical and of appropriate tone
- Uses excellent math skills to complete detailed quantitative work; checks for work errors and ensures work is corrected to a highly accurate final version

OTHER JOB REQUIREMENTS:

- Organizes workload throughout day to meet project timelines and deadlines
- Maintains professional behavior, dress and appearance at all times
- Attends meetings and trainings as requested
- Assists with other duties as assigned on a regular or occasional basis
- Drives personal car on work errands and for other purposes; maintains driving record and personal car insurance in accordance with organization's policies and provides related records periodically

To apply, forward resumes to hr@oneoc.org

OneOC/Clinic in the Park is an Equal Opportunity Employer