



PROGRAM COORDINATOR JOB ANNOUNCEMENT

TITLE	Program Coordinator
FLSA STATUS	Non-Exempt
PAY CLASS	Full-Time
REPORTS TO	Program Manager
LOCATION	Santa Ana, California (Hybrid Schedule- 2 days remote/3 days on-site)

Who is Charitable Ventures?

Charitable Ventures was created to make sure nonprofits are resilient, effective and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially and economically just, our employees guide and design strategies to effectively address those needs.

Do you have a passion for providing high-level customer service and support to help mission critical work move forward?

If so, your passions align with the Charitable Ventures mission!

What are we looking for in our next team member?

Answer the questions below to see if you may be our new team member!

Are you ready to:

- Provide detailed administrative support and customer service to the administration of Relief Funds and Special Initiatives?
- Support project staff by drafting and tracking tax receipt letters?
- Perform data entry and run reports from databases?

If you answered yes to any of the questions above, your next career may be waiting for you at Charitable Ventures! And we would love to explore it with you.



Job Summary

The Program Coordinator fulfills a key role in the day-to-day operations that support special initiatives, including, community recovery & relief funds, and help to incubate regional nonprofits in Orange County. The Program Coordinator helps to facilitate operational and program processes, and provides general office support. In addition, the Coordinator works with all CV staff and departments of the organization, including the staff of our nonprofit projects, and applicants of community relief funding. As a critical component of CV's internal operations, the Program Coordinator ensures that CV operates effectively and efficiently.

What are the desired qualifications?

Education:

Bachelor's degree or equivalent work experience preferred.

Experience:

Three or more years of administration support required; five or more years preferred.

Bilingual Spanish highly desirable.

Compensation Commensurate with experience, education, and market (\$25 to \$27 per hour)

Benefits

- All employees: 401(k) voluntary employee contribution
- Full-time employees (30 or more hours per week): health insurance (medical, dental, vision); paid time off; company-wide holidays
- **But the most rewarding benefit is your ability to contribute to building stronger communities!**

Is this job not a right fit for you? Maybe it is for a colleague, friend, or neighbor. Please refer anyone that may be a good fit! And check back for other postings as you may become a team member through *your* unique skills and experiences!

Company Summary

Launched in 2007, Charitable Ventures is a non-profit organization dedicated to creating positive social impact through transformative ideas and investments. The agency provides incubation, sponsorship,



and capacity building services such as planning, facilitation, and evaluation for funders, non-profit organizations, government, and community leaders throughout California.

Charitable Ventures maximizes the impact of emerging and established nonprofits, as well as donors and foundations with a passion for change – and is considered an essential part of the nonprofit sector infrastructure in Southern California. Since inception, it has fiscally sponsored more than 60 projects that address a wide array of social issues.

Applications: Please send cover letter and resume to HR@charitableventuresoc.org.

Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities' assets and potential.