



## PROGRAM COORDINATOR

### Welcome

Are you looking for an opportunity to:

- Grow personally and professionally?
- Work with an incredible team in a collaborative culture?
- Change lives and better our world?

**Giving Children Hope** is a faith-based non-profit that helps children and families break out of the cycle of need into success and self-sustainability.

We help children and families in Southern California who are housing unstable, sometimes living three families in a three-bedroom house.

### Every week we:

- Distribute 45,000lbs of food to 3,500 children in 1,300 families
- Distribute 20+ tons of household goods to 70,000+ families
- Provide leadership development to parents so they can grow and achieve success

We are seeking talented teammates who are driven to grow personally and professionally, want to work collaboratively as part of a high-performance team, and are passionate about our mission.

Do you have what it takes?

### Position Summary

Reporting to and working with the Director of Programs, the Programs Coordinator is responsible for the day to day operations of the We've Got Your Back and Giving For Living programs. This role is responsible for the administrative tasks that ensure our programs are operating efficiently and also supporting the Director of Programs with a variety of assignments.

### Essential Duties and Responsibilities

- Assist with planning and coordination of program orientations, trainings, and workshops
- Monitor implementation of program policies, practices and data needs
- Awareness of inventory, inventory processing, regular distribution, and restrictions
- Support program growth and development as necessary
- Schedule and organize program-related meetings and events
- Manages required donor reporting.
- Oversee daily communication
- Manages databases and updates information
- Other duties as assigned

### Qualifications:

- Spanish speaking *preferred*
- Strong leadership and organizational abilities
- Excellent written and verbal communication skills
- Use of modern office equipment
- Knowledge of Microsoft Office is required.
- Must be able to work with large and diverse groups of people
- Dependable daily attendance and work output
- Ability to work independently and safe

Salary Range: \$42,000-44,000

To apply please send a cover letter and resume to [jobs@gchope.org](mailto:jobs@gchope.org) with subject line referencing "Programs Coordinator". No phone calls or in-person applicants, please.