SPARC, Inc. Program Coordinator

**Location:** Costa Mesa, CA with required travel in California

**Position Summary:**
This is a full-time position working for a non-profit social services organization. The Program Coordinator’s role is to find and facilitate health, wellness and educational programs for residents living in affordable housing communities.

**Company:**
SPARC, Inc. was created by Millennium Housing in 2007 to bring vital services and programs to the residents of its 20 predominantly low-income communities, throughout California. To achieve this goal, SPARC collaborates with other non-profits and organizations that specialize in services needed by our lower income residents. We provide our residents with direct access to information and social programs that takes Millennium’s housing program to another level.

**Responsibilities:**
- Report to the Director of SPARC.
- Create and facilitate programs for Millennium Housing residents including: back-to-school giveaways, after school programs, health fairs, holiday programs, clothing giveaways, food distribution, and more.
- Uncover new partnerships (and maintain existing partnerships) with community agencies and non-profit organizations.
- Attend resident meetings at Millennium communities and work with resident leaders on programs.
- Attend and present at community networking events, health fairs, and seminars.
- Create quarterly newsletter highlighting the good works of SPARC.
- Create and post engaging social media content
- Create flyers and marketing materials to promote events.
- Provide support to the SPARC staff to enhance programs.
- Attend quarterly board meetings

**Required Qualifications:**
- Bachelor’s Degree.
- A minimum of 1 year work experience.
- Excellent organizational skills.
- Good written and oral communication skills.
- A passion for helping others and finding new resources for people in need.
- Available to work evenings and weekends when needed.
- Able and willing to travel within California; this includes Central and Northern California.
- Independent worker who can contribute to the SPARC team.

**Preferred Qualifications**
- Spanish fluency is a plus, but not required.
• Prior experience in program and event coordination.
• Ability to professionally communicate with diverse groups of people.
• Experience creating unique marketing materials.
• Volunteer experience.

**Salary Range:**
50,000-55,000 + full health coverage and other competitive benefits.

Please submit your cover letter and resume to Stacee Kazmierski at skaz@sparc-ca.org