



## **JOB DESCRIPTION**

**JOB TITLE:** Program Coordinator

**DATE WRITTEN:** January 2022

**FUNCTIONAL AREA:** Workforce Development

**DATE APPROVED:** January 2022

**REPORTS TO:** Workforce Development Manager

**PREPARED BY:** Program Manager

**POSITION LEVEL:** Full time

**SALARY:** DOE

### **JOB SUMMARY:**

The Program Coordinator is responsible for assisting in program coordination within their Service Area. This includes assisting in all contractual deliverables and other requirements to ensure they are completed in a timely manner. S/He assists in the development of data collection methods to report and monitor program activities and analyze data to determine if the activities provided are meeting program goals. The Program Coordinator assists in writing quarterly and other reports as directed by Program Manager. S/he partners closely with their Program Manager and other team members as necessary to assist in the development and implementation of key strategies across their Service Area. The Program Coordinator supports their program area in necessary grant and funding compliance as described in approved project plans. S/he must be able to adapt to a continually evolving environment and thrive in a deadline-oriented workplace with the strong ability to plan effectively for program implementation. The Program Coordinator will supervise 2 Workforce Specialists at Flagstaff office. S/he will review and approve supportive service requests and enter data into Imprest account. The Program Coordinator will manage the caseload for Classroom Training/On the Job Training and other training approvals and when needed, manage a small caseload. S/he will work closely with Program Manager to build partnerships with community agencies and other workforce agencies. S/he will manage the [workforcesolutions@phxindcenter.org](mailto:workforcesolutions@phxindcenter.org) mailbox.

### **RESPONSIBILITIES:**

- Assist in providing data and information for proposal writing
- Assist in evaluation activity including data collection, databases, and data entry, assuring consistency in data as required
- Draft reports under the direction of the program manager
- Coordinate activities and serve as assistant communicator for agency project evaluators
- Assist in strategic and technical planning to meet the program organization's objectives
- Work closely with the Events Coordinator to oversee and advise on marketing/PR needs

### **MINIMUM QUALIFICATIONS:**

- Demonstrates initiative

- Demonstrates effective time management such as: keeps Outlook calendar up to date, completes assignments on time, and manages time off (PTO/PST) according to Center policy
- Excellent written and verbal communication skills
- Highly proficient computer and MS Office skills; data collection skills and is data driven for decision-making
- High level of professionalism with strong propensity to gain administrative skills
- Strong attention to detail, problem solving skills
- High organizational and planning skills
- Strong passion for community engagement with the American Indian community
- Ability to build and maintain relationships in a professional manner

**PREFERENCE:**

In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference, a copy of tribal affiliation must be submitted with resume and supplemental information form.

**Note - All staff requirement(s):**

- Must have or be able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days of employment
- Must have dependable transportation, valid driver's license, and automobile insurance coverage in compliance with Center requirements
- Must be available to work evenings and weekends

**SUBMIT CURRENT APPLICATION PACKET**

**TO INCLUDE: COVER LETTER, RESUME AND SUPPLEMENTAL INFORMATION TO:**

Via Email: [info@phxindcenter.org](mailto:info@phxindcenter.org)

Mail Service:

PHOENIX INDIAN CENTER, INC. - Personnel

4520 North Central Avenue, Suite 250 | Phoenix, Arizona 85012

PH: 602-264-6768 | FAX: 602-274-7486

[www.phxindcenter.org](http://www.phxindcenter.org) Click on Contact Us

NOTE: Supplemental Information Form can be found at [www.phxindcenter.org/employment/](http://www.phxindcenter.org/employment/)