



## **Job Description: Contract – Program Coordinator**

### **Primary Work Functions**

The Southeast Michigan Senior Regional Collaborative is looking to hire a Contractual Program Coordinator to lead community-based initiatives that support its aging services network of members. This position will perform under general supervision, lead the planning, organizing, promotion, development, and program implementation. Responsible for distribution/implementation of marketing/recruitment tools and materials, project committee development; follow-up trainings, reports and data collection as appropriate. The coordinator will work in collaboration with SRC committees, community organizations, other programs and partners. Maintain and develop partnerships, contracts and funding opportunities, increasing agency marketability, visibility, and community participation with a high level of professional expertise.

### **Major Job Duties and Responsibilities**

- Coordination of community based (Eldercaring Coordination and Quality Aging Matrix); includes development, implementation and ensuring funders requirements are met.
- Organize and work closely with SRC members and community partners for successful work plan implementation and program development.
- Plan and coordinate community activities/trainings/events and meetings.
- Collect data, write reports, and provide outcome and measurement feedback according to programmatic/grant guidelines to funders and SRC leadership.
- Assist with grant writing to support programs as part of the SRC grant team.
- Develop creative marketing to promote programs and serve the community efficiently and effectively.
- Recruit partners to participate in the SRC committees as needed.
- Maintain current knowledge of public health science through evidence and practice-based literature.
- Develop and provide versed presentations as requested.
- Ensure data collection and administrative forms are collected and are accurately completed.
- As assigned, provide data entry, complete reports, recruitment/marketing material development, etc.
- Handles multiple and diverse tasks. Ability to problem solve and work independently with limited supervision, while adhering to strict timelines.
- Communicates regularly and effectively with team members and community partners with project updates and processes.
- Maintain a daily calendar, report to meetings in a timely manner and complete all work plan assignments.

### **Education and Experience**

- Bachelor's Degree in public health, social work, human services or similar field. At least two years' experience. Master's degree preferred.
- Pay rate based on experience.
- Must have reasonable knowledge of Virtual meeting platforms, Microsoft Office and G-Suite platforms.
- Adheres to the highest level of professionalism by demonstrating honesty, integrity, and maturity.

### **Working Conditions**

- Contractual position. Up to 30 hours per week, hours subject to increase as project duties progress.
- May work in an office environment and/or remotely (currently work is remote with in person as needed); could involve early morning and evening work as needed. Flexibility is a must.
- Must have reliable transportation, a valid driver's license, and auto insurance.
- This job description is intended to provide an overview of the primary duties of this position but is not to be considered all inclusive.



## **Other Expectations**

- Support the mission of the SRC and remain open to new duties and assignments.

If interested or for questions please contact Kristie King, Association Executive at [info@miseniors.org](mailto:info@miseniors.org). You may also visit the Senior Regional Collaborative's website at [www.semisrc.org](http://www.semisrc.org) to learn more about the SRC.