



PROGRAM COORDINATOR, Beulah Center For Public Life

Beulah HDFC, Inc is seeking a Program Coordinator to run The Center for Public Life. The goal of the center is to use technology and education to increase the capacity of Beulah HDFC, Inc. and the community in which we serve. Beulah HDFC, Inc. creates and prove affordable housing in the South Bronx. We develop leadership in the buildings and in the community.

This position reports to the Executive Director of Beulah HDFC, Inc. As the Program Coordinator, you are responsible for the ongoing development and implementation of a top quality computer literacy programs, the Saturday Mustard Seed Program and other youth programs. This will be accomplished through the following responsibilities:

Responsibilities

- Serve as the core staff representative for the regularly scheduled Beulah The Center for Public Life hours and oversee all participants, staff and volunteers
- Develop training and program materials to assist residents with job training
- Develop and implement individualized vocational assessment of job readiness for each participant
- Identify and help to resolve problems to support the interests and skill sets of participants in order to ensure appropriate job referrals
- Manage forms and data for the Mustard Seed program and all other educational programs
- Develop and cultivate new programs to address growing community needs
- Collects and manages data related to the job readiness and computer literacy program (e.g. participation levels, participant lists, etc.)
- Analyze network equipment and software needs and advise management of required modification
- Install and support necessary software through network applications
- Community outreach and partnering with other local, regional and national learning centers to maintain best practices
- Market all of The Center For Public Life's programs to the community using newsletters, flyers, events and other means to raise awareness and promote participation
- Oversee all job training workshops and classes for residents
- Oversee and support the Mustard Seed Program for students
- Ensure the Executive Director is informed and updated on the development process and program progress based on the work plans and action plans developed above.
- Fundraise and write grant proposals for the sustainability of all programs operated from the center
- Writes monthly reports



Qualifications:

- Efficient and effective communication skills, both written and verbal, in individual and group settings
- Proficiency in MS Office (Word, Excel, Outlook)
- Strong organizational skills with the ability to multi task
- Excellent time management skill and ability to prioritize work
- Problem solving skills and the ability to work independently
- Grant writing skills

Requirements

- B.A. or B.S. required (preferably in Computer Science, Education or **Management**)
- 2 years of program management experience in an education environment
- Knowledge of computer software programs and the Internet
- Experience in non-profits, housing or neighborhood developments, or a mutual housing association a plus.
- Proficient knowledge of clerical software, trouble-shooting computers and databases

Salary

- Starting \$47,000 Negotiable

How to Apply:

Please submit resumes to: mfox@beulahhdfc.org Subject: Resume