

	POWERFUL WOMEN OF PRAISE POLICY & PROCEDURES MANUAL	EFFECTIVE	REVISED	POLICY NO.
		11/06/09		3.8
Chapter		Subject		
Human Resources		Job Classification: Programs & Support Services Coordinator (Leadership Team)		

Job Description

The Program and Support Services Coordinator has the responsibility of promoting and planting the organization's programs into the community. This position is charged with assessing the needs and ensuring the program objectives are met.

Compensation

This is currently a volunteer position, no compensation will be provided.

Reports to

Deputy Director

Qualifications:

Character:

- Passionate about the accomplishment of the organization's goals as demonstrated by regular involvement in meetings, events, and activities.
- Maintains a reputation for integrity in professional and personal dealings.
- Willing to dedicate the time required to ensure that the organization meets its goals.

Experience:

- Previous experience in and/or knowledge of program & project management.
- Ability to plant PWOP programs throughout the community for women of all ages.
- Leadership role in a non-profit organization, ministry, or women's group.
- High degree of creativity, initiative, resourcefulness and follow through.

Spiritual

- A personal testimony of a growing and vital relationship to Jesus Christ.
- A love for service and a desire to provide opportunities for women to grow toward maturity in Christ within our membership and out in the community.

Beneficial Spiritual Gifts

Leadership, Writing, Administration, Encouragement, Teaching, Wisdom

Responsibilities

1. Evaluate, coordinate, and unify all areas of the organizations ministries and programs out in the community.
2. Plan, lead, and develop a balanced program for women of all ages.
3. Order and maintain adequate curricula and supplies for programs.
4. Develop an annual plan for strategic expansion of programs and services.
5. Develop, coordinate, and maintain support groups for members.
6. To participate on key board committees as appropriate.
7. To participate actively as an organization representative in collaborative partner networks and in related community activities.
8. Performs other related duties as assigned.

Additional requirements: Possession of a valid California driver's license; willingness to travel throughout the state and nation for trainings, meetings, and conferences; willingness to work extra hours as required. This is a telecommuting position and the individual must have access to a computer with internet access and a phone for teleconferencing.