



**Position Title:** Program Coordinator

**Reports to:** Executive Director

**Hours:** 1.0 FTE, 40 hours a week

**Wage:** \$ 36,950 - \$39,250 per year

**Benefits:** \$200 health insurance reimbursement with paid time off as per organization's policy

### **About Division Midway Alliance:**

Division Midway Alliance (DMA) is a 501(c) (3) nonprofit organization dedicated to revitalizing the commercial corridor and improving livability for businesses and residents along SE Division Street between I-205 and the Portland city limits. The mission of Division Midway Alliance is to actively work to create a more prosperous area, improve our public image, foster public safety, and improve the lives and vitality of businesses and residents of the district through a collaborative effort. DMA recognizes the diversity of district businesses and residents and partners with business and community organizations to provide wrap around services designed to allow the community to rise in place including: one-on-one and classroom business technical assistance, citizenship classes, ESL classes, workforce development, community resource guidance and assistance.

### **Position Summary:**

Division Midway Alliance (DMA) is seeking to hire a Program Coordinator who will be in charge of assisting the Executive director in organizing our ongoing projects. This task involves monitoring project plans, schedules, work hours, budgets and expenditures, organizing and participating in meetings, and ensuring that project deadlines are met in a timely manner. The position will also help the Executive Director with Grant writing. The candidate will be conducting research, gathering data, and reporting it to the Executive Director. This position requires interacting with community partners, residents and business community in the district. The Program Coordinator will also collaborate with community liaisons and help facilitate in implementing several programs of DMA. The ideal candidate for this job is resourceful, attentive, a good problem solver, team player and organized.

### **Responsibilities:**

#### **Program Coordination**

- Supports project management activities and act as first point of contact for contractors
- Supports the development and maintenance of project and program plans, including leading program plans as directed by the Supervisor. This includes project schedules and budgets, and plans for project quality, resources, communications, and risks.
- Supports and coordinates all levels of resources working on multiple projects, as projects vary in complexity and duration
- Assists with monitoring and controlling the execution of project tasks against the project plans.
- Assists with the tracking and management of project costs, resources, issues, changes and risks.
- Supports the preparation of status reports and other project reports and presentation of information to organizational leadership, project teams and funders.

- Coordinates and facilitates project meetings, with the ability to own meetings as necessary – including setting agendas and generating follow-up notes/action under the supervision of a supervisor.
- Monitor and communicate with DMA community liaisons regarding program implementation, outcomes, monthly reporting and project deadline.
- Monitors project documentation for compliance with standards.
- Assists with the monitoring, quality assurance and reporting of project deliverables.
- Provide administrative support, as needed.
- Create a project management calendar for fulfilling each goal and objective.

### **Grant Writing Assistant**

- Responsible for researching grant opportunities at appropriate places
- Possess essential knowledge of a grant application process
- Assist in developing effective grant proposals and grant reports based on the organizational requirement
- Develop new project ideas that align and can uplift organization's goal and mission.
- Prepare a calendar of grant application deadline for different funders.

### **Essential skills and experience:**

- Experience with non-profit organizational systems preferred
- Ability to organize and prioritize tasks and meet strict deadlines with little oversight
- Possesses excellent communication, proof reading, and follow-up skills
- Demonstrated experience using MS Office products (PowerPoint, Word, and Excel)
- Anticipates demands and actively manages departmental needs
- Communicates effectively and tactfully with persons on all levels and maintains productive relationships
- Willingness to work with a positive and helpful attitude
- Must be able to work both independently as well as in team-oriented work groups, and to work cooperatively with other support team members and staff
- Committed to Division Midway Alliance Mission
- Ability to communicate across many cultures and languages

**Preferred Education /Training and/or Experience:** Associate degree and three or more year's program coordination experience. Bachelor's degree preferred. Bilingual and multilingual candidates are preferred.

**Physical Requirements:** Position requires physical lifting of 25lbs. or less, on a limited basis. Position requires sitting for extended periods of time. Our office hours are Monday-Friday, 8:30-5pm.

**How to apply-** Only complete applications submitted by Monday, July 15, 2019, at 5:00 PM Pacific Time will be considered. Applications should be emailed as a single attached document (PDF preferred) to [info@divisionmidway.org](mailto:info@divisionmidway.org) with the subject title "Program Coordinator."

Complete applications include:

- Cover letter (1-page max) clearly outlining the specific skills and knowledge that you bring to the job and how you are a good fit with the responsibilities of the position
- A resume (2 pages max) with relevant experience, work history, education, and accomplishments
- 3 references, with contact information, and your relationship to the reference.