

Youth Programs Coordinator Job Description

UNITY is seeking to hire a Youth Programs Coordinator who will directly assist our project managers in organizing our ongoing youth projects in its Mesa office. This task involves monitoring project plans, schedules, work hours, budgets, and expenditures, organizing and participating in stakeholder meetings, and ensuring that project deadlines are met on time.

To be successful as a Youth Programs Coordinator, you will need to be able to work on tight deadlines, be competent in using Microsoft Office applications such as Word and Excel, and have exceptional verbal, written, and presentation skills. A bachelor's degree in a related field of study and at least three (3) years of relevant experience is required for consideration.

Project Coordinator Responsibilities:

- Maintaining and monitoring project plans, project schedules, work hours, budgets, and expenditures.
- Organizing, attending, and participating in stakeholder meetings.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.
- Providing administrative support as needed.
- Undertaking project tasks as required.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project.
- Assess project risks and issues and provide solutions where applicable.
- Ensure stakeholder views are managed towards the best solution.
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Create a project management calendar for fulfilling each goal and objective.
- Assist in Developing and implementing project evaluation procedures;
- Assist in marketing/promoting the program activities via social media, other media outlets, and established UNITY communication channels; and
- Other duties as assigned.

Project Coordinator Requirements:

- MINIMUM QUALIFICATIONS
- Bachelor's degree and 3 years experience, with a non-profit agency is a plus
- Knowledge of CRM and event platform management systems
- Strong ability to create and upkeep comprehensive reports
- Proficient in computer-based information
- Knowledge of virtual event platforms and execution of events in virtual space

- Outcome driven with ability to respond to changing circumstances and priorities
- Ability to lead and work independently and as a member of a team
- Excellent oral and written communication, presentation, and interpersonal skills
- Exceptional interpersonal skills, including the ability to establish and maintain effective relationships with internal and external constituents
- Experience generating social media content
- Excellent communication skills and the ability to effectively communicate orally and in writing
- Volunteer management experience
- Ability to deal effectively with deadlines and time pressure
- Tenacious and creative problem solver, motivated by challenge and open to input
- Curious, with a collaborative, solutions-oriented mindset
- Disciplined, motivated, energetic self-starter with a positive attitude and the ability to work independently
- Strong collaboration skills and flexibility with different operational styles
- Must be flexible for overnight travel as needed.
- Ability to work some evenings and weekends.
- Must have or be able to obtain a State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days; and
- Have dependable transportation, a valid driver's license, and automobile insurance coverage.

Benefits

- Salary: \$55K
- Health Insurance
- 401K

PREFERENCE:

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

SUBMIT CURRENT RESUME INCLUDING SUPPLEMENTAL INFORMATION TO:

Mary Kim Titla | UNITY, Inc. | 953 E. Juanita Ave., Ste. C | Mesa, AZ 85204 |
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Deadline: June 7, 2024