



- Position Title:** Program Coordinator
- Pay Rate:** \$21.00 to \$23.00 hourly
- Schedule:** 35 hours per week, 8:30 – 4:00 Monday through Friday
- Benefits:** Generous benefits package to include 40 hours sick time, 40 hours vacation, health insurance, 12 paid holidays, mileage reimbursement.

Position Summary:

Under the direction of the Executive Director, ensures the smooth and efficient running of the College AND Trade School Scholarship Program.

Essential Job Functions:

- Manages the Foundation’s Mentor Program including recruitment, matching mentors with students, and training mentors. Works closely with the Board Mentor Program Chair to ensure all students have a mentor, and that communication between mentors and students is occurring regularly.
- Contacts matched mentors and students individually to ensure regular meetings are occurring between them and provides assistance if they are not.
- Provides monthly updates to the Executive Director on the progress of the Mentor Program.
- Ensures Mentor Handbook is current with the Foundation’s policy and mission.
- Revises or provides oversight on the Mentor Handbook/Policy, including developing and implementing a mentor recruitment plan.
- Oversees the daily operation of the Scholarship program. Investigates/evaluates outside resources for students, may help develop policies and participate in grant preparation.
- Assists in monitoring the Scholarship program budget by working with students and verifying provided information.
- Along with the Executive Director, serves as Foundation liaison to the public. Provides and explains complex regulations and policies; works with students to resolve problems and facilitate processes.
- Provides administrative support to the Executive Director; prepares correspondence and reports.
- Performs other duties as assigned.

Essential Qualifications:

Competencies:

- Excellent written and verbal communication skills.
- Attention to detail and problem-solving skills.

- Ability to exercise good judgment and discretion.
- Ability to work well in a team environment and solo.
- Proficient in social media and all Microsoft Office applications.
- Valid driver's license and vehicle insurance is required.

Education and/or Experience:

- Two (2) years of experience working with foster youth or in a social service setting.
- Two (2) years of office experience.
- AA degree – Three (3) years of office experience may be substituted.

Working Conditions:

- Work is primarily performed in an office.
- Some outdoor activities may be required, i.e. table at a community fair, Annual Golf Tournament.
- A hybrid work environment with some remote work may be possible at the end of the 90-day probationary period.
- Occasional weekends or evenings may be required.

Physical and Mental Requirements:

- Mobility – sitting for long periods, walking, standing, pushing, pulling, bending, squatting, climbing.
- Lifting – frequently 5 pounds or less, occasionally 5 to 30 pounds.
- Visual – constant good overall vision and reading/close-up work, frequent color perception, and use of hand/eye coordination.
- Hearing/Talking – frequent hearing of normal speech hearing/talking on the telephone and in person.
- Emotional/Psychological – frequent decision-making, concentration, and public contact, and occasional emotionally charged situations.

APPLICATION INSTRUCTIONS

Please provide:

- A cover letter describing your experience working with foster youth or in a social service setting, why you want to work for the Mary Graham Children's Foundation, and what makes you the best candidate.
- Resume
- Two to three professional references

Email the above to Rebeca Fisher at Director@MaryGrahamFoundation.org.

MARY GRAHAM CHILDREN'S FOUNDATION

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