

- Work directly with Human Resources Director regarding hiring, employee performance and employee relations issues
- Organize, submit and maintain personnel records and documentation as required
- Provide data and written reports as required
- Effectively and consistently market the organization, communicating about MFS and its programs in a way that is both compelling and on message. Follow marketing guidelines in place when communicating with staff, volunteers, clients, partners, and potential supporters
- Comply with Metropolitan Family Service policies and procedures as outlined in the Employee and Supervisory Handbooks

Knowledge, Skills and Abilities Required:

- Minimum of four years experience working with at-risk youth; minimum two years experience in program development
- Strong leadership, interpersonal and team management skills
- Experience in managing budgets
- Experience in supervision of staff and volunteers
- Ability to oversee and maintain safe environment for youth in the program during afterschool and summer hours
- General understanding of employment laws, rules and regulations
- Experience in developing and supervision of academic, enrichment and recreational programs
- Experience working in a public school setting
- Experience working in collaboration with a variety of agencies and programs
- Ability to work independently and to collaborate with other Program Coordinators
- Ability to take initiative, prioritize, plan, and organize
- Possess excellent classroom and behavior management skills
- Knowledgeable about youth development (theory and practice)
- Ability to work and communicate effectively with a broad range of individuals and groups
- Ability to effectively manage and maintain confidential and sensitive information
- Work effectively within a team-dependent environment
- Values working in a multi-cultural, diverse environment
- Knowledge and competency to operate a personal computer
- Must be fully competent using Word, Excel and database programs
- Possesses strong verbal and written communication skills
- Ability to manage multiple projects simultaneously
- Possesses excellent time management and organizational skills

Education and Experience Requirements:

- Minimum of a BA or BS in human services, education, or public service related field or equivalent related work experience, MSW preferred.
- Experience working in school based academic enrichment; additional experience working with skill building, social services, recreation, arts and/or cultural programming is preferred
- Fluency and ability to communicate effectively (read, write and speak) in Spanish is beneficial

Other Requirements:

Personal transportation allowing for travel within the Portland Metropolitan area in a timely manner. If driving a personal vehicle must maintain a valid driver license for the state of residency, personal auto liability insurance coverage and a driving record permitting coverage under the agency auto liability policy.

Must pass a criminal background history check.

Work Environment:

Work is normally performed in an office environment and/or at other locations as deemed necessary. May require occasional early morning, weekend or evening work. Position requires ability to sit for extended periods as well as stand occasionally. Position requires use of computer, telephone, fax machine, copier and may require accessing locations by use of stairs.

Application Instructions: Please submit cover letter, resume and salary expectations to the attention of Human Resources at humanresources@metfamily.org or MFS, 2200 NE 24th Ave, Portland, Oregon 97212, fax: 503-249-1480. Please indicate position title and reference the school or schools for which you are submitting your resume. Please note the job number PC0702 in subject line or in cover letter.

Metropolitan Family Service is actively recruiting persons from various ethnic and cultural backgrounds to enhance service to our diverse communities. Diverse and bilingual candidates are encouraged to apply. Older adult applicants are also encouraged to apply. MFS is an Equal Opportunity Employer.