

- Recruit and coordinate appropriate local community providers to offer their services on site and maintain those relationships throughout the program
- Work collaboratively with the Parent Education Coordinator for implementation of family involvement and adult education opportunities
- Work collaboratively with other MFS Service Areas and programs, including intergenerational mentoring and parent education
- Responsible for staff leadership and development of team of temporary staff, including coordinating recruitment, hiring, training and supervision of Activity Leaders and volunteers
- Provide information and assist with linkage to broader community and social service resources for students and families, as needed
- Coordinate with the evaluation team and necessary school staff to secure data required for grant reporting
- Attend supervision meetings with Program Manager
- Actively participate in school, district and agency regional meetings, trainings and retreats
- Possess excellent classroom and behavior management skills
- Ability to take initiative, prioritize, plan and organize
- Ability to effectively manage and maintain confidential and sensitive information
- Work directly with Human Resources Director regarding hiring, employee performance and employee relations issues
- Organize 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 two years of experience in program development
- Experience in managing budgets
- Experience in recruitment, hiring and supervision of staff and volunteers
- General understanding of employment laws, rules and regulations
- Experience in developing and supervision of academic enrichment and/or 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 communicate effectively with a broad range of individuals and groups
- Work effectively within a team-dependent environment
- Values working in a multi-cultural, diverse environment
- Knowledge and competency to operate a personal computer
- Competency in 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 public service, recreation or human services related field, or equivalent related experience
- Experience working in school based academic enrichment, recreation or social services programming is preferred
- Fluency and ability to communicate effectively (read, write and speak) in Spanish is strongly preferred

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 Job#PCC0127 in subject line or in cover letter. Application information sent without the job number identified will not be considered.

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