



## **Position Overview: El Refugio Program Coordinator**

The El Refugio Program Coordinator plans, coordinates and ensures implementation of quality, effective, mission-serving programs of El Refugio/The Refuge Family Resource Center at Jonesboro United Methodist Church (JUMC).

Areas of responsibility include:

- Volunteer Engagement and Recognition;
- Youth Engagement;
- Financial Processing;
- Coordination and content of Other Programs/events.

### **Detailed Job Description**

This is a part-time position, 12 to 15 hours per week, that provides administrative support and develops, plans, implements, coordinates and evaluates programs and event content. The Program Coordinator reports to the El Refugio Executive Director. The Program Coordinator must be fluent in spoken and written English and speak/read/understand Spanish. Competency with programs such as Microsoft Word, Excel and PowerPoint is required. Prior experience in related work is highly desired. The Program Coordinator is expected to demonstrate respectful treatment of people, resources and information; maintain confidentiality; and model the highest standards of ethics and professionalism.

### **Key Objectives and Tasks**

#### **Administrative**

- Provides general assistance to Executive Director and staff when needed.
- Assists and develops content for events, newsletter, social media as needed.
- Maintains call and referral log of people served.

#### **Financial processing:**

- Collects and documents purchase requests and check reimbursements, ensuring receipts are received and copied before submission for ED approval.
- Maintains accurate and complete financial records of office transactions, donations, fundraising through QuickBooks and provides information for financial reports and an annual audit as needed in coordination with the El Refugio Treasurer.
- Provides payroll check schedule to JUMC Administrative Coordinator. Prepares checks, submits for signatures and distributes to recipients.
- Complies with all tax and labor laws.

**Youth Engagement:**

- Recruits and engages with youth and provides and/or arranges for training programs, regular meetings and other content;
- Coordinates team's schedule, participation, reporting and communication;
- Supervises team members' activities and interactions;
- Evaluates, reports and ensures appropriate recordkeeping for program.

**Volunteer Engagement and Recognition:**

- Develops and implements specific plans to recruit, orient, coordinate and recognize youth and adult volunteers;
- Ensures policies and procedures that improve volunteer experiences are in place and implemented;
- Ensures accurate recordkeeping and clear communication with program volunteers.

**Coordination of Other Programs:**

- Works with staff and volunteer teams to plan and ensure smooth implementation of all El Refugio programs;
- Seeks opportunities and partnerships to engage El Refugio in programs for cross-cultural engagement and resource connections;
- Evaluates, reports and ensures appropriate recordkeeping for all programs, including the Language Program

In addition, to what the Volunteer and Youth Engagement responsibilities already addresses, El Refugio's other programs include cross-cultural service projects, family initiatives, the child enrichment program, seminars and workshops.

**Program Evaluation:**

- Monitors all programs/events for effective processes and results;
- Evaluates, strategizes and proposes ways to improve programs;
- Stays informed of and recommends best practices in program areas.
- Seeks program partnerships and resources.

**Hiring Process and Salary Reviews**

As part of the hiring process for all staff positions, the El Refugio Board of Directors Personnel Committee will conduct background checks.

Salary for this position is set by the El Refugio Board of Directors on recommendation of its Personnel Committee.

Employment Policies are detailed in *Jonesboro United Methodist Church Staff Handbook*, revised 2018.