



## **POSITION ANNOUNCEMENT: Program Coordinator**

**Status:** Part time (20 hours per week)

**Reports to:** Viva Village Governing Council

**Projected start date:** **August 31, 2019**, subject to availability of successful candidate. The position offers potential for expanded responsibilities as the Village grows. NOTE: Successful candidate must pass criminal background check, sign a Confidentiality Agreement, and attend volunteer training.

### **Background**

Viva Village is a non-profit organization that provides volunteer services and offers activities that enable members to continue to live at home and remain engaged in their communities as they age. We serve residents of eight Beaverton zip codes under the umbrella of Villages NW, a 501(c)3 nonprofit which serves as the hub for eleven Villages in the greater Portland metro area. Viva Village is also part of the nationwide Village-to-Village network. Our village has been open since October 2016 and now has 95 members and more than 50 active service volunteers. Additional volunteers also provide office support, serve on various committees, and support the Village in other ways. An 8-member Governing Council oversees all Village operations. For more information see [vivavillage.org](http://vivavillage.org).

### **Position Summary**

Viva Village seeks a part time Program Coordinator based at our office location at 4905 SW Griffith Drive to provide the day-to-day continuity and focus necessary to keep our service functions running smoothly. All other Village staff are volunteers who work weekly or semi-weekly shifts to provide Village services.

The Program Coordinator serves as a vital bridge between all aspects of Village operations and the various team leads that service the Village. This is a “hands-on” position that involves interaction with members and volunteers and requires the ability to find workable solutions for situations that are not always easily anticipated.

## **Major Responsibilities**

- Fulfill initial responsibilities centering around volunteer management by working with the volunteer team to:
  - Process, interview, and place applicants for volunteer work
  - Enhance volunteer experience in terms of their own skill and engagement
  - Develop, promote, and maintain a wide range of volunteer and member opportunities
  - Provide ongoing support and guidance for volunteers
- Fulfill responsibilities that will expand to include similar work with other teams for membership, events, and fundraising
- Be part of the team of volunteers to support older adults to remain in their own home
- Perform administrative duties as needed to support the various action teams

## **Specific Functions**

- Manage member and volunteer information
- Attend monthly meetings of Governing Council; attend Village committee meetings as needed
- Prepare reports required by Viva Village Governing Council
- Perform other duties as assigned

## **Required Skills/Experience**

- Experience in providing program support in a professional environment
- Job-related experience, such as managing volunteer programs and/or leading teams
- Knowledge of management principles and evaluation techniques related to programs that involve volunteers and members
- Computer skills with word processing, database management, and spreadsheets management
- Familiarity with cloud storage and email
- Ability to operate and maintain various office equipment such as computer, printer, scanner, etc.
- Professionalism

## **Compensation and Work Schedule**

Position is budgeted for 20 hours/week; salary range \$20-\$25 per hour and is eligible to accrue sick time.

Work schedule is somewhat flexible and can be negotiated based on candidate availability and Village needs. Continuation of the position at this level is contingent on sufficient support from membership fees and other Village fundraising efforts.

To apply, please submit a letter of interest and a resume including references to [vivavillageor@gmail.com](mailto:vivavillageor@gmail.com) using Program Coordinator in the subject line. Questions may be directed to the same address. The position will remain open until filled, but applications received by 5:00 PM on Monday, July 22 will be given first consideration for screening and interviews.