



Elmore County Domestic Violence Council

JOB DESCRIPTION

TITLE: Program Coordinator

REPORTS TO: Executive Director

GENERAL JOB DESCRIPTION:

- The main focus is coordinating and overseeing grant management: identification of potential new funding sources; coordinating with the ECDVC team to determine the value of any potential grants; development of funding resources for existing and proposed programs and/or services; developing and maintaining budgets; processing and monitoring required reports on existing grants. Responsible for maintaining company payroll and benefits. Ensuring the financial management of the organization is being met.
- Assisting in victim advocacy: assisting clients and prospective clients of the program, providing coverage of crisis lines, and maintaining the safety and security of the Shelter. Offering a safe, supportive environment for victims of physical, sexual, and/or psychological abuse.

BASIC MINIMUM QUALIFICATIONS:

- Associates Degree (BA/BSA preferred) in Business Management or Finance, or equivalent work experience
- Knowledge and Experience in QuickBooks
- Flexible schedule, some evenings and weekends required
- Minimum of 2 years experience in a management role
- Experience working in deadline-driven environments
- Ability to manage responsibly and demonstrate good judgment under pressure
- Ability to adhere to confidentiality requirements
- Ability to multi-task with limited supervision
- Ability to maintain professional boundaries with clients at all times
- Ability to remain patient and calm in stressful situations
- Work well individually and with staff as a team
- Ability to provide statistical and reporting information
- Ability to adapt to multiple personality styles and work well with others
- Ability to listen and be objective, displaying communication skills with particular skill at problem-solving
- Valid Driver's License

ESSENTIAL JOB FUNCTIONS:

- Maintains and ensures compliance with internal controls and Financial Policies
- Maintains accurate financial records
- Responsible for efficient filing, updating, and maintaining of financial paperwork and forms
- Keeps desk organized with confidential items secured throughout the day
- Responsible for processing and depositing monetary donations and checks
- Responsible for keeping QuickBooks data up-to-date and accurate
- Responsible for cost flow planning and ensuring availability of funds as needed

- Responsible for the development and monitoring of budgets
- Processes all payrolls
- Processes all incoming and outgoing invoices, including mailing out vendor checks
- Manages the petty cash fund
- Remain up to date on non-profit audit best practices and State and Federal law regarding non-profit operations
- Collaborates with a variety of parties (e.g., trust funds, foundations, grantors, etc.) for the purpose of ensuring secured funding is maintained adequately and reported on
- Coordinates all grant processes (e.g., evaluations, budget, finance, reports, etc.) for the purpose of ensuring compliance with state, federal, and other funder guidelines
- Develops forms, processes, procedures, and policies for the purpose of implementing a consistent Finance Department methodology
- Works directly with grant writer developing grant applications and related documents (e.g., required reports, budgets, specific inquiries, etc.) for the purpose of submitting highly effective grant applications to the appropriate funding agency
- Evaluates degree of match between listed grant priority areas and the needs of ECDVC for the purpose of matching needs with funding sources
- Monitors the financial management of grants (e.g., budget preparation, budget adjustments, expenditures, etc.) for the purpose of complying with all program and funding guidelines of awarding organizations
- Presents concepts, status, and information to the Board Treasurer for the purpose of gaining the required administrative and board approvals, providing progress reports and/or advising administration and board of potential funding sources
- Supports the Executive Director through preparation of reports, budgets, and/or financial analysis for the purpose of getting out clear and effective understanding of current financial status of the organization for the board
- Prepares fiscal end-of-year budget and projected budgets and reports as requested
- Attend required meetings and trainings
- Participate in outreach activities and functions
- Provide advocacy for clients with primary and secondary community service providers
- Provide clients with ongoing crisis intervention, including empowerment and self-advocacy information
- Conduct intake process with clients
- Perform additional duties or tasks assigned by management
- Upkeep of office area as needed
- Occasionally be on-call

PHYSICAL REQUIREMENTS:

Approximately 35% of time spent standing, walking, negotiating stairs, bending, kneeling, carrying, and lifting.

Approximately 65% of time spent sitting at workstation

WORKING CONDITIONS/ENVIRONMENT:

Approximately 80% of time is spent indoors. Approximately 20% is spent en-route to meetings, appointments, and other outside activities as needed.

TOOLS AND EQUIPMENT:

Computer: Microsoft Windows, QuickBooks, general office equipment, multi-line phone system.

Please submit resumes to director@ecdvc.org

Pay starts at \$22/hr