



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

POSITION ANNOUNCEMENT

Position: Program Coordinator

Location: Newport News, Virginia

Component: Administration

Summary/Objective: This position works under the supervision of the Chief Executive Officer (CEO) to assist in the recruitment and retention of key partners by creating opportunities for engagement with HRCAP. It serves as a repository for key organizational data and interpreter of outcomes/impact to the community. The successful candidate must demonstrate the ability to manage multi-task and take initiative independently.

Qualifications: Completion of a Bachelor's degree in a related discipline and 3 years of experience in project development, coordination and implementation techniques; or a combination of training and experience related to the duties of the position. Demonstrated ability to communicate well both written and orally, with experience using digital media and desktop publishing. Demonstrated ability to work well with others. Lead project teams, task forces and to collaborate with and forge effective internal and external partnerships across groups and departments, connecting with and exhibiting a solid understanding of outcome measurement. Fundraising experience to include direct solicitation, endowments, foundations and annual campaigns. Strong attention to details and deadlines. Proficient in the use of technology including Microsoft Office Suite, management tools and resources.

Responsibilities Include: Contributes to the achievement of strategic priorities by implementing plans for program development, fundraising, and marketing. Supports communication through social media outreach. Manages projects, creates project related materials and determines resources necessary to complete projects by established deadlines. Makes presentations, keeps records, prepares reports and drafts technical correspondence. Leads efforts to obtain broader recognition in the business community, securing special event sponsors and collaboration. Leads special community fundraising activities and secures broad based support for programs. Coordinates special event planning and coordination. Assists in the recruitment, retention and recognition of individual volunteers and key volunteer groups. Build and strengthen relationships with key collaborative partners. Assist the CEO in the development of plans, programs, policy, strategy and staff development activities for operational effectiveness. Represents the CEO in meetings at the local, state and regional level. Writing and assisting in writing program proposals, grants and position papers.

Salary: Negotiable. Forty (40) hours per week with Benefits.

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA 23607. Office hours are 8:00a.m. - 5:00p.m. Monday through Friday. You can visit: www.hrcapinc.org to print an application and mail to P.O. Box 37, Newport News, VA 23607. Also you can email your application and resume to hrcapresume@hrcapinc.org

Closing Date: Applications accepted until position is filled.