



**PHFoundation**

## **Job Description**

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### **Program Coordinator, (Bridges out of Poverty)**

#### **POSITION SUMMARY**

The Bridges out of Poverty (BOP) Coordinator is the key liaison of PHF's community based anti-poverty initiative. The Program Coordinator's primary role is to engage and educate the community on the complexities of poverty; provide opportunities to convene various stakeholders to assess, identify and implement strategies to combat poverty; work with various employers to establish employee resource networks (ERN), recruit, prepare and facilitate "Getting Ahead" attendees and classes; support Getting Ahead Cohorts; and conduct/present community-based workshops related to the BOP approach for community partners and businesses.

#### **GENERAL RESPONSIBILITIES**

- Train community members on Bridges Out of Poverty principles and concepts
- Work with all elements of the community (law enforcement, churches, government, education, healthcare, business etc.) to reduce barriers associated with poverty
- Assist with recruiting and screening of possible applicants
- Secure facilitators for Getting Ahead classes and assist when necessary
- Conduct intake interviews and strengths-based assessments for all Getting Ahead Investigators
- Provide orientation for new Getting Ahead families
- Maintain current knowledge of social services available throughout community
- Support the BOP Advisory Council
- Maintain accurate records and complete required reports
- Regularly attend and provide leadership in team meetings and community meetings
- Annually follow up with graduates for outcomes and resource assistance
- Represent the Bridges Out of Poverty initiative at community events, displays and activities
- Become knowledgeable with the Getting Ahead classes through training and active participation
- Identify, develop, coordinate and implement poverty-related initiatives that are consistent with PHF's strategic focus areas as approved as part of the annual/multi-year strategic plan
- Develop relationships with other community stakeholders committed to improving overall community health
- Assist in building community and educational partnerships through external relationship development, fundraising, and collaborations
- Participate in community organizations and attend relevant community meetings
- Engage in Public Speaking Presentations as requested/required
- Act as a liaison with other community stakeholders with emphasis on enhancing the advancement of PHF anti-poverty initiative(s)

- Assist in the development and distribution of educational materials, such as pamphlets, audio-visual aids, displays, reports for outreach and evaluation of programming.
- All other duties as assigned

## **QUALIFICATIONS**

- Bachelor's degree in social work, sociology, psychology, family studies, education, or related field or combination of education and related experience with demonstrated ability to work with families and individuals

## **DESIRED SKILLS AND OTHER ATTRIBUTES**

- Experience empowering and building safe, trusting, and healing relationships with individuals and families living in poverty and from diverse backgrounds
- Knowledge of trauma, effects and manifestations of trauma in adults and children, and trauma sensitive approaches to working with adults and children
- Knowledge of ACEs, resilience, and protective factors
- Knowledge of early childhood development, particularly preschool 3-5 age group
- Have a valid Driver's License, motor vehicle and adequate liability insurance as required by PHF and state liability regulations
- Excellent interpersonal oral/written communications skills
- Proven leadership ability and collaborative management skills
- A history of attracting resources through coordinated fundraising
- Demonstrated success in building partnerships and a demonstrated understanding of the needs of this community and the health-related issues and risk factors that exist
- Leadership in developing innovative and distinctive programs for increasing PHF presence/health.

## **TYPICAL WORK SCHEDULE**

Monday through Friday, 8:00 a.m. – 4:30 p.m. Evening hours as needed

## **POSITION CLASSIFICATION, WAGE SCALE, AND OTHER BENEFITS**

Full Time, Non-Exempt Hourly

Portage Health Foundation is committed to offering a competitive compensation and benefit package including health, dental, vision, and prescription coverage along with a supplemental life and disability coverage; 401k contribution, paid time off, and a competitive salary that's expected to be between \$38,500 and \$46,500 per year, depending on combined experience and education.

## **AT WILL DISCLAIMER**

It is the policy of PHF that all employees who do not have a written contract with PHF for a specific term of employment are employed at the will of PHF for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

## **ORGANIZATION MISSION, VISION, AND GUIDING PRINCIPLES**

### **MISSION**

- To positively influence a healthier community through enhanced philanthropy and collaboration

### **VISION**

- To influence a shared vision (of a healthy community)
- To foster collaborations and partnerships

- To build community capacity to shape outcomes

#### **OUR VALUES**

- Integrity – We will be open, honest, and transparent in our administration and stewardship of the community assets entrusted to us.
- Commitment to the Community – We shall administer the Foundation in a way that is objective, responsible and focused on long-term sustainability and impact.
- Collaboration – We will work to bring perspective and experience together to fulfill our potential as we work as a broader group that represents the interests of the community we serve. This shall be done to ensure that we strive to identify, foster, and maintain partnership-relations as we work to improve the health of our community.
- Creative Solutions – We will work towards that which we aspire to be and will find creative, innovative, and sustainable solutions to the systemic challenges that face our community's overall condition of health.

#### **SUCCESS FACTORS**

- People – We will employ, engage, develop, and retain high-caliber employees and Board Directors.
- Processes – We will work to ensure our administrative processes provide effective administration of the Foundation.
- Financial Performance – We recognize that we must achieve financial goals and investment returns in order to effectively and perpetually reinvest in our community.
- Communication – We will be transparent and honest in our promotion of the Foundation and efforts to engage our donor community and cultivate overall public support.

### **EQUAL OPPORTUNITY EMPLOYER DISCLOSURE**

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level or difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, National Origin, Height, Weight, Age, Veteran, or Marital Status.