

COMMUNITY BASED ORGANIZATION PARTNERS (CBOP)

CBOP Program Coordinator

Job Description

Reports To: Executive Director	FLSA Status: Exempt
Salary Grade: TBD	Supervisory Responsibility: Yes
Department: CBOP	Location: Flint, MI
Prepared By: Expert Human Resources, LLC	Prepared Date: June 30, 2023
Approved By: TBD	Approved Date: TBD

Success Goal

To be an integral component to the efficient and smooth operations of Community Based Organization Partners (CBOP) programs, events, and goals.

Primary Function

The Program Coordinator is accountable for a variety of responsibilities, including: Contracts, Programs, workshops, and other CBOP functions and objectives in the CBOP strategic plan.

Performance Responsibilities – Essential Functions (Other duties may be assigned)

1. Develops contracts and carries out contract negotiations on behalf of CBOP. Assist with reprogramming and contract amendments.
2. Develops and implements training programs for service providers, Board and Committee members, and the general public. Provides ongoing technical assistance to service providers, as needed/required.
3. Organizes and implements regularly scheduled monitoring and assessment of subcontractors.
4. Develops strategies that will achieve greater coordination between partners in collaboration with CBOP.
5. Acts as advocate for the partners and community organization strategies to enhance advocacy for the underserved minorities in the community.
6. In collaboration with the Executive Director, assists in developing Area Plan or Annual Implementation Plan.
7. Assists in developing comprehensive needs assessment, community input, and planning activities. Assists in quarterly report preparation.
8. Assists in planning and convening public hearings. Serves as CBOP liaison at various meetings, conferences, etc.
9. Coordinates work plans for the achievement of all organizational objectives specified in the Annual Implementation Plan.
10. Develops and implements strategies to expand services available to the community and partners in the region.
11. Attends CBOP Board of Director meetings and presents status updates to the Board as required.
12. Promotes and builds good working relationships with staff of CBOP. Embraces mission. Works with team; assists whenever and wherever needed/required.

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Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor’s Degree in Business Administration, Health Care Administration, or social/human services, or related field, from an accredited college or university.

Preferred Qualifications

- Masters Degree in Business Administration, Social Science or related field, from accredited College or University
- Two (2) years of experience in administration in non-profit organizations, preferred.

Competencies

To perform the job successfully, an individual should demonstrate and/or possess the following competencies:

Personal effectiveness, credibility, and ethical conduct	Problem solver
Strong performance management skills	High-energy
Excellent attention to detail and decision making skills	Interpersonal skills, compassionate
Ability to speak and write clearly and concisely	Strong time management skills
Ability to work as a team	Excellent project management skills
Ability to analyze, research, and interpret data	Confidentiality
Ability to work with a diverse group of people	Flexibility
Strong organizational skills	

Language Skills

Ability to read and comprehend complex instructions, correspondence, and memos. Ability to effectively write complex correspondence, speeches, and articles for publication. Ability to appropriately respond to common inquiries or complaints from customers, regulatory agencies, and/or members of the business community. Ability to effectively present information in one-on-one and small group situations to leadership, Board of Directors, community members, visitors, and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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Computer Skills

To perform this job successfully, an individual should have proficient knowledge of Microsoft Office Suite products, emails, group messaging, data collection, program management, and other database and spreadsheet programs.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand, talk, hear, and/or use repetitive motions. The employee is occasionally required to sit, stoop, climb, balance, pull, push, and reach. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee must occasionally lift and/or move up to 30 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud.

CBOP Equal Opportunity Employer Statement

Community Based Organization Partners (CBOP) is an equal opportunity employer. CBOP prohibits discrimination and harassment of any type and affords equal opportunity to employees and applicants without regard to race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, or any other protected class.

Disclaimer - Other Duties

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Signatures

Employee Printed Name: _____ **Date:** _____

Employee Signature: _____ **Date:** _____
(Employee signature above constitutes employee's understanding of requirements, essential functions, and duties of this position)

Executive Director Signature: _____ **Date:** _____