

Job Description

Position Title: Program Coordinator Assistant – Grand Rapids
Reports To: Senior Regional Manager

Position Status: Non-exempt/Part-time (29 hours)

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The National Kidney Foundation of Michigan is looking for a Part-Time Program Coordinator Assistant to work in West Michigan. Under general supervision, assists with the planning, organizing, promotion, development and implementation of NKFM prevention programs. This includes working closely with the NKFM Program Coordinator on various public education programs, community development, administrative activities (development of marketing and brochure material, recruitment, assistance trainings, reports, answering phones, data collection and input etc.) and occasionally working with special events. Providing oversight to volunteer committees, coordination of events and day of event responsibilities. Additional program responsibilities will include assisting with materials assembly, data collection and entry, while maintaining supply, inventory and materials levels.

RESPONSIBILITIES INCLUDE:

- Assist with implementation as needed with Public Education/Patient Ed programs, screenings and other programs as assigned.
- Develop a positive working relationship with NKFM staff and community partners/clients, collect data, provide incentives and insure that our customers feel supported by NKFM. Insure that new clients/community leaders are referred to the appropriate program and receive exceptional training.
- Assist and maintain various programs/clients stock materials with necessary supplies and information folders.
- Assist with collection of client data, adhering to time lines and forwarding to administrative office.
- Organization of community activities/events when deemed necessary.
- Assistance in soliciting client support of designated programs.
- Maintaining relationships with former campaign-affiliated clients.
- Maintains relationships and assists with coordination of meetings.
- Markets client training program to insure required numbers of client participation.
- Organize and work closely with an effective, dynamic volunteer base to insure program implementation.
- Assist with implement of designated program evaluation initiatives (follow-up phone calls, collect data and provide feedback as needed) to insure outcome measurement as directed by the Program Coordinator.
- Assist with program data collection and administrative forms processing to guarantee that all documents are filled out accurately and in entirety.
- As assigned, provide data entry, daily reports, brochure development, etc.
- Maintains cooperative inter-staff relations and encourages team-work among all staff and departments.
- Communicates effectively with volunteers, members of the community and other staff members to carry out the responsibilities of the job and to promote cooperation within and between these groups.

- Supports others with the team problem solving process. Prompts others to contribute knowledge and information to assist the team. Encourages the team to remain focused and on track and resolves any interpersonal issues arising that may jeopardize team success.
- Consistently demonstrates and encourages others to act in a businesslike and professional manner. Takes extra effort to improve knowledge and skills to be the best in the profession. Adheres to the highest level of professionalism by demonstrating honesty, integrity and maturity.
- Effectively handles multiple and diverse tasks. Ability to problem solve and follow directions, work independently with limited supervision and adheres to time lines.
- Completes tasks on time or ahead of schedule while assisting others on techniques to improve their performance when able. Does not give up on tasks until completed in a quality manner and seeks assistance when needed.

III. Education and Experience

- High School diploma required with 1-2 years of administrative assistant experience.
- The ability to demonstrate and effectively use MS Office/MS Outlook computer programs.
- Non-profit experience a plus.

MINIMUM REQUIREMENTS:

- Ability to work with diverse populations in urban settings
- Strong oral and written communication skills, with the ability to produce high quality written materials
- Strong organizational skills and attention to detail
- Ability to work both independently and in a team-oriented collaborative environment
- Ability to work evenings and weekends as required
- Office environment and field work
- Physical requirements; light physical effort equal to lifting or moving of lightweight materials, regularly required to sit or stand, bend and reach
- Must have access to reliable transportation, a valid driver's license and up to date auto insurance.

Email Resume to: hr@nkfm.org with the subject line "603- Grand Rapids Program Coordinator Assistant"