

Program Coordinator

About Giving Children Hope:

Giving Children Hope (www.gchope.org) is a faith-based partner providing sustainable hope across the street and around the world. We do this through a variety of programs including ongoing crisis and disaster response in collaboration with local and global communities. In the local community, Giving Children Hope provides 1200 backpacks full of food to children in need every week. Internationally, Giving Children Hope has shipped food, medical supplies and basic needs to people in crisis in over 30 countries in the last year alone

Position Summary

This is a full-time 40 hour per week position. This position works under the supervision of the Manager of Program and Partner Development to support the compliance, management of data, and incoming support documents across departments.

Responsibilities

- Audits partner applications for completeness and adherence to mission. Enters partner information and manages database.
- Prepares partner applications for team review. Communicates with partners results of application and prepares for partner orientations.
- Manages GFL databases and inputs and updates relevant partner information into QuickBooks to ensure compliance.
- Manages partner compliance to ensure only qualified partners are eligible to acquire and distribute product.
- Screens partner reporting for integrity, transparency, impact, and adherence to mission.
- Identifies strong collaborative partners and shares their stories with the Program team.
- Manages WGYB databases including program rosters, exits, and transfers.
- Ensures WGYB school partners have updated rosters when they are changed internally.
- Ensures partner information is up to date including authorized partner representatives and their contact information.
- Updates database to communicate partner holds with logistics team.
- Communicates and collects required partner communications including reporting, surveys, and evaluation. Sends partners reminders of required reporting and works with school partners to collect signed EFAP forms, and surveys.
- Receives and manages all incoming WGYB program wish lists to ensure they are scanned and ready for Development team.
- Extracts programmatic outcomes and passes on appropriately
- Assists with various other tasks as needed

Qualifications

- High school diploma, or AA.
- Bilingual in Spanish highly preferred
- Database experience
- Organized
- Proficient in Excel

Salary

- \$33,000-\$35,000 annually DOE

Please send a cover letter and resume to jobs@gchope.org to apply. Please reference "Program Coordinator" in the subject line. No phone calls or in-person applicants, please