



Program Coordinator

JOB DESCRIPTION

Job Title:	Program Coordinator
Department:	Programs
Location:	13300 Pond Springs Road, Austin, TX 78729
Reports to:	Director of Programs
Employment Classification Status:	Exempt: Full-time, 40 hours/week
Salary:	\$45,000 - \$48,000 annually with health benefits, paid time off and more

MISSION STATEMENT

Fostering Hope equips families, churches and organizations to transform the lives of foster and adopted children.

KEY ATTRIBUTES

The Program Coordinator is a trauma-informed educator who can be flexible in tailoring training content to multiple audiences. They exhibit strong organizational skills and communicate clearly and professionally. They create an environment that welcomes participant interest and promotes positive interactions while implementing programs and training for multiple audiences, including but not limited to foster and adoptive parents, child welfare professionals, and church leaders and volunteers.

PRINCIPLE FUNCTION

Reporting to the Director of Programs, the Program Coordinator will train, lead, and facilitate planned program activities. This includes coordinating the Foster Care Babysitter Training Program and other training events, providing planning support for major conferences and training events and completing administrative tasks for other programs. The Program Coordinator works with all staff, volunteers, clients and churches by planning and implementing programming activities and training.

KEY RESPONSIBILITIES

Key operations responsibilities include:

- Lead the Foster Care Babysitting Training Program
- Assist in planning and coordinating training events
- Track program activities and outputs
- Assist in program evaluation projects
- Coordinate and market program events
- Perform administrative duties for all programs

Key training responsibilities include:

- Train various audiences, including but not limited to foster and adoptive parents, child welfare professionals, church leaders and volunteers, and teachers
- Develop trauma-informed care curriculum for various audiences
- Foster learning through innovative teaching practices
- Collaborate with Director of Programs to promote positive learning experiences for various audiences
- Provide expertise in trauma-informed care and maintain current knowledge in the field
- Build community relationships to promote FHA programs and services
- Participate as a full member of Fostering Hope, adhere to our core values, attend staff meetings, participate in FHA events, and coordinate collaborative activities with other departments as needed
- Provide Director of Programs suggestions for professional development of entire staff in relation to trauma-informed care and best child welfare practices
- Delivery of training in an online format
- Travel to deliver training, as needed
- Evening and weekend availability is required

REQUIRED EDUCATION, SKILLS & EXPERIENCE

Fostering Hope is seeking an accomplished professional who has at least 2 years of experience in training others in trauma-informed care combined with event/program coordination experience. The candidate must have hands-on experience implementing TBRI® with children, ideally in a home setting.

Specific requirements include:

- BA in social work, education, psychology, human services or related field
- TBRI® Practitioner or Educator or willing to attain upon hire
- Highly collaborative style
- Sincere commitment to work collaboratively with all constituent groups, including CPS, nonprofits, churches, community stakeholders, families, staff, board members, volunteers, donors, program participants, and other supporters
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives
- Stay abreast of foster care, adoptive, and trauma-informed care trends through relevant books, articles, blogs, and other sources

TO APPLY

Interested applicants are encouraged to submit their resume and cover letter to Anna Valdez, Director of Programs at Anna@fosteringhopeaustin.org. Applications are due by September 18, 2020.