



Position Title: **Program Coordinator**
Location: **Central Office, Northeast Office**
Reports to: **Director, GNJK**
FLSA: **Full Time-Exempt**

Prevent Child Abuse - New Jersey (PCA-NJ) is the statewide leader in the prevention of child abuse and neglect and the promotion of healthy childhoods for all of New Jersey's children. The organization was incorporated in 1979 as the New Jersey chapter of Prevent Child Abuse America, the 9th Chapter to be established among a national network. Today, we exist as one of the largest chapters across the country and have become a recognized leader for prevention work in New Jersey.

PCA-NJ's expertise lies in developing primary and secondary prevention programs including public awareness campaigns, parenting education programs, workshops and professional training, home visitation services, initiatives that promote parental involvement in a child's education, and projects that support highly vulnerable families. Our prevention programs meet the specific needs of families to ensure that they are capable of nurturing, developing, and sustaining healthy children.

JOB SUMMARY:

The Program Coordinator will report to the Director and support the Director, Program Managers and GNJK Team by managing a diverse set of administrative support services in a fast paced, multi-tasking environment with attention to detail and limited supervision. Responsibilities include general administrative support in accordance with the policies and procedures of PCA-NJ and the GNJK grant, including: creating and maintaining various tracking and reporting systems, planning and coordination of meetings and events, creating and maintaining various branded communications to team, outside partners and social media, actively participating in all GNJK meetings and events, proactively addressing and supporting the changing needs of the team. Fulfill duties as assigned.

This is an in-person position with presence required at our Central and Northeast offices. Specific schedule to be determined.

MAJOR RESPONSIBILITIES:

Administrative Duties

- Assist Director, Manager, Senior TAS and TAS with general office operations as requested.
- Work closely with and act as back-up for Incentive Coordinator as needed.
- Arrange travel accommodations and correspondence related to such arrangements as needed.
- Schedule and maintain meetings, conferences and appointments as needed.
- Printing, copying, collating of materials as needed.

Reporting

- Update Quarterly Reporting templates and distribute to team (QERs- remove disengaged programs, verify formulas, add new programs, update Q Report template).

- Collect and process and track team’s monthly expense reports.
- Conduct and compile results of Needs Assessments, Satisfaction Surveys and other reports as needed.
- Create and maintain tracking and data reports as needed.

New Staff Orientation/Staff Exit

- Coordinate with supervisor for introductions and orientation process.
- Secure properly set up laptop & cellphone.
- Update org chart, tech inventory, staff contact list, email distribution lists.
- Collect all equipment from exiting employee & work with tech company to wipe computer.

Purchasing, Budgeting, Tracking

- Purchase/order giveaways for events.
- Maintain & communicate County Lead budget.
- Maintain office supply & as needed orders for team.
- Purchase promo items and maintain inventory.
- Gift card tracking.
- Banner Tracking.

Planning

- Maintain Grow Calendar of all events, meetings.
- Provide weekly reminder of upcoming events, pending deadlines and updates to team.
- Maintain up to date staff lists (contact info, anniversary, and birthday lists).

Branded Communication

- Update flyers using established branded templates for GNJK.
- Coordinate all admin needs for the successful presentation of Peer Learning Communities with direction from County Leads (flyer, sign-in sheets, registration links, ZOOM links, gift ordering, budget tracking).
- Maintain up-to-date contact and distribution lists (My Emma, Outlook).
- Distribute newsletters, flyers for events, etc.
- Maintain website updates as needed for GNJK.

Event Planning (in coordination with Program Managers, Senior TAS and County Leads)

PLCs, Networking Meetings, Webinars, Team Meeting, other.

- Secure in-person locations, set up contracts.
- Create flyers, registration links, zoom links, sign-in sheets, handouts.
- Coordinate purchase/ordering of decor (tablecloths, centerpieces, etc.) and set up physical environment.

Teambuilding and Recognition

- Send Staff birthday and anniversary list monthly to Christine (for cards)
- Monthly “Share” email to support DEI goal of team.
- Coordinate celebration or condolences gifts/activities as needed.

Relationship Building

- Develop and maintain positive and professional working relationship with all PCA-NJ staff and work collaboratively with key stakeholders regionally and statewide to promote & support Grow NJ Kids implementation.

- Facilitate ongoing relationships with collaborating partners, including DFD, the CCR&Rs, other State Departments, Office of Licensing, Workforce Registry, school districts, Head Start, CREEHS, Rowan University, Montclair State University, Rutgers University Grow NJ Kids Training Services, and other key quality provider entities as deemed appropriate.

SKILLS & KNOWLEDGE REQUIRED:

- BA preferred with a minimum of 3 years of work experience.
- Demonstrated excellence in administrative skills including planning, organizing, coordinating and executing multiple work assignments simultaneously to effectively meet frequently changing deadlines.
- Demonstrated expertise in:
 - MS Office Suite- Word, Excel, Forms, Teams
- Demonstrated proficiency in:
 - Social Media Platforms- Facebook, Instagram, Linked In
 - One Drive & SharePoint
 - Website Technology
 - Online Platforms- Wufoo, Survey Monkey, Adobe Acrobat/PDF, Canva, Go-To Webinar, Teachable, Zoom
- Strong interpersonal and verbal/written communication skills; communicate in respectful, courteous and professional manner with all staff and community partners.
- Desire and ability to be proactive, take initiative, problem-solve and to take accountability for work.
- Work with attention to detail, ensuring tasks are completed thoroughly, correctly and communicated as needed to appropriate partners.
- Ability to handle confidential information with demonstrated discretion.
- Capability to conduct internet research.
- Valid driver's license: position will entail some reimbursable local and statewide travel utilizing personal vehicle.

TO APPLY:

Please submit your resume and cover letter to resume@preventchildabusej.org.

Be sure to include “**Program Coordinator**” and your last name in the subject line.

Prevent Child Abuse New Jersey is committed to inclusive hiring and dedicated to diversity in its work and workplace culture. We provide equal opportunity and protection from discrimination for employees and applicants in all aspects of the employment relationship, without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, marital status, military or veteran status, disability, age, religion or any other classification protected by law; and we strongly encourage candidates of all identities, experiences, orientations and communities to apply.