Position Title: Program Coordinator (Full-Time, Salaried)

Purpose: Provide day to day program coordination of The Root Cellar’s programs and ministries in the city of Portland. Aid Program Manager in development of new programs through The Root Cellar’s Portland location.

KEY RESPONSIBILITIES

● General Program Coordination
  ○ Coordinate day-to-day program operations for neighbors and volunteers
  ○ Understand, communicate, and implement the organization’s policies and procedures as it relates to programs and volunteers
  ○ Assist the Program Manager and volunteers in program evaluation and new program development

● External Relationships
  ○ Develop and maintain positive relationships with neighbors and their families, program volunteers, partner organizations and churches
  ○ Participate in the life and development of the target neighborhoods of The Root Cellar
  ○ Recruit and empower volunteers through regular program support and training opportunities

● General Operations
  ○ Contribute to overall communications needs regarding Root Cellar programing or events (i.e. website, social media update, newsletter articles, etc.)
  ○ Maintain accurate data regarding programs and impact as requested by the Program Manager
  ○ Participate with other RC Staff in general maintenance of RC property and grounds as requested

TO APPLY:
SEND COVER LETTER AND RESUME TO Sean Noe, sean@THEROOTCELLAR.ORG
QUALIFICATIONS

- Strong commitment to the Gospel of Jesus and active participation in a local church
- Ability to be flexible and respond to diverse challenges and individuals with an attitude of service and love
- Be comfortable and welcoming with a diverse neighborhood population
- Ability to learn on the go, work in a team environment
- Ability to lead and communicate with others effectively
- Demonstrated strong written and oral communication
- Understanding of neighborhood challenges and dynamics
- Pleasant manner, patience, problem-solving ability, dependability a must
- Have a valid Driver's License and good driving record
- Understanding/experience of refugee/immigrant process and diverse populations will be helpful
- Experience in ministry or related human services work preferred

Reports to: Portland Program Manager

Time Commitment: 40 Hours per week, with flexibility depending on program activities.

Compensation: TBD

Benefits: Health Care Coverage, Sick Days, 2 paid Weeks Vacation

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