Program Coordinator

Part Time 9-12 Hours a week

Weekend and Weekday time Required

The Program Coordinator will report to President and Office Manager

Job Overview:

Southeast Neighborhood Development, Inc. (SEND) is a non-profit community development corporation created by neighbors to revitalize the near southeast side of Indianapolis and to enhance the quality of life for its diverse spectrum of residents. SEND is currently accepting applications for a part-time Program Coordinator to launch START, the Sustainable Twin Aire Response Team.

START is an effort to assess food, health and other quality of life concerns of residents in the Twin Aire neighborhoods southeast of downtown Indianapolis. START will mobilize volunteers to conduct outreach visits and provide resources for vulnerable populations in emergency situations.

We are searching for a well-organized, creative Program Coordinator to launch the program through survey development, outreach, and volunteer coordination.

To succeed as a Program Coordinator, you must use your time and resources effectively to gather information on potential hazards and necessities for those in the surrounding neighborhoods. The focus being on those above the age of 55 and the disabled. This position allows us to efficiently address the needs of the Twin Aire neighborhoods.

Responsibilities and Duties:

- Plan, develop, and conduct surveys.
- Organize and lead volunteer efforts.
- Deliver emergency supplies: food, water, and blankets, etc.
- Provide emergency relief to Twin Aire residents
- Visit homes to conduct surveys, assess needs, and organize efforts to address those needs
- Maintain a working knowledge of local needs by connecting neighbors to community resources including but not limited to medical, mental health, employment and training programs, food shelves (?), public assistance, Social Security Income (SSI), Disability Benefits (SSDI), childcare, transportation, subsidized housing opportunities, and legal assistance.
- Interview and follow up with residents
- Attend community meetings
- Facilitate and develop partnerships with service providers
Qualifications:

- High School diploma.
- 1 Year in similar field preferred.
- Great communication, organizational skills, and a passion for the community.
- Persistent, self-starter, able to work independently.
- Can be on your feet for extended periods of time.
- Valid driver’s license and reliable transportation
- Bilingual preferred

Interested applicants should send a resume and cover letter to:

SEND

c/o Skyler Cross
3230 Southeastern Avenue
Indianapolis, IN  46203

Or email: skyler@sendcdc.org