FLP Mission

*Foster Love Project seeks to provide love in action to foster children as well as support to the families who are providing care for them.*

FLP Vision

*Foster Love Project provides impactful resources and support to empower children in transition by building up dignity and self-worth, to create a better future.*

Job Description

We are looking for a competent Program Coordinator to manage a variety of administrative and program management tasks. You will help in planning and organizing programs and activities as well as carry out important operational duties. The programs coordinator will be a liaison to assist in developing and growing the programs of Foster Love Project to support and empower kids who have experienced foster care or adoption. They will also help assist our center supervisor during open hours of our free shopping center.

**Job Classification**  
Support Staff, Non-Exempt, Salaried

**FT/PT Status**  
Full-time

**Work Schedule**  
20 hours a week will be required during our open center hours (will include some weeknights and Saturday.) The other 20 hours will have flexibility between work from home and the office.

**Department**  
Programs

**Location**  
Foster Love Project - Wilkinsburg location

**Supervisor**  
Kelly Hughes, Executive Director

**Responsibilities**

- Support planning and coordination of all programs and its activities
- Assist the center supervisor during open hours of our shopping center
- Helping maintain organization and good practices for our shopping center
- Assist with tracking and reporting of programmatic outcomes and engage in ongoing evaluation and services to ensure program objectives and requirements are met.
- Maintain and cultivate relationships with existing and new community partners
● Ensure implementation of policies and practices
● Maintain budget and track expenditures/transactions with the ability to develop and balance program budget
● Support the FLP social media strategy and capturing impact at events.
● Help build positive relations within the team and external parties
● Schedule and organize meetings/events and maintain agenda
● Ensure technology is used correctly for all operations (video conferencing, presentations etc.)
● Prepare paperwork and order material
● Keep updated records and create reports or proposals
● Support growth and program development

FLP Current Programs:
● Free donation center
● Family Retreat
● Transition Bag Drive
● Back 2 School event
● Teen Mentoring Program
● Excellent Hair Care Program
● Angel Tree Gift Program

Skills needed:
● Organized
● Detail oriented
● Effective teamwork
● Empathic and compassionate
● Budget oriented
● Good with time management
● Strong written and verbal communication skills
● Experience with foster/adopted youth is valued

Requirements
● Proven experience as program coordinator or equivalent position in nonprofit setting
● Knowledge of program management and development procedures
● Knowledge of budgeting, bookkeeping and reporting
● Tech savvy, proficient in MS Office
● Ability to work with diversity and multi-disciplinary teams
● Excellent time-management and organizational skills
● Outstanding verbal and written communication skills
● Detail-oriented and efficient
● Ability to work in a variety of settings with culturally-diverse persons and communities with the ability to be culturally sensitive and appropriate
● BSC/BA in business administration or relevant field—social work, health and human development, community, public health, family studies

Pay/Benefits
● Salary: $38,000
● Monthly stipend for healthcare
● 401K after 90 days
● Reasonable time off policy

To apply for this position, please send your resume and cover letter to fosterlovepittsburgh@gmail.com.

Foster Love Project does not discriminate against any individual regarding race, color, religion, citizenship, political activity or affiliation, marital status, age, national origin, ancestry, physical or mental disability, medical condition, veteran status, sexual orientation, sex, or gender.