



## JOB ANNOUNCEMENT

- Position Title:** Program Coordinator
- Salary/Benefits:** \$44,000 - \$48,000 Annually full-time position with generous vacation and holiday leave, medical and dental insurance and retirement plan.
- Location:** 10 Nottingham Place, San Francisco, CA 94133 & SF satellite sites
- Reports to:** Director of Programs

APA Family Support Services (APA) is a San Francisco's based community organization that focuses on preventing and identifying child abuse/neglect/family violence in the community. Our mission is to promote healthy children and families by providing family support services to prevent child abuse and domestic violence and advocate for culturally competent services through education, community building, and leadership development. Our services range from prevention to crisis intervention to community development. We strive for excellence of service in home visitation, case management, parenting education, support groups, parental stress line, community advocacy projects, and counseling for families with children ages 0-18.

We currently have an opening for a Program Coordinator.

### Major Duties and Responsibilities:

#### Education & Outreach Services:

- Coordinate community education and outreach activities
- Participate in community engagement and connection activities
- Public health capacity building services in the agency and community.
- Assist in supporting and training volunteers, interns, and community members in program deliverables
- Conduct collaborative outreach and recruitment activities to the targeted population
- Facilitate and conduct groups (community focus groups, workshops, support groups)

#### Collaborative and Coordination Services:

- Organizing, attending, and participating in stakeholder meetings
- Documenting and following up on important actions and decisions from meetings
- Preparing necessary presentation materials for meetings
- Ensuring project deadlines are met.
- Determining project changes
- Developing project strategies
- Chair and facilitate meetings where appropriate and distribute minutes to all project team members.
- Assisting in coordinating team discussions, unit meetings, staff meetings, case conferences, and in-service training programs.
- Responding and coordinating to providers' requests and referrals (conducts intakes, as needed)
- Maintaining ongoing relationships with community service providers, funders, and other programs to educate and advocate for the families and communities' needs.
- Preparing and compile data, documents, and reports as required.
- Performing other duties as assigned.

#### **Minimum Qualification:**

- BA/BS in public health, social work, or related field preferred. Course work and experience in community health programs and education, communication skills, group dynamics, and community organizing.
- 2 years of experience in the field of community health programs and services.
- Productive team player who is proactive, self-motivated, creative, and organized.
- Experience working with African American & Chicano/Latino families in San Francisco.
- Knowledge of and familiarity with San Francisco's neighborhoods and communities.
- Interest to learn about the public health system, child welfare system, and health & social services community.
- Demonstrated knowledge and skills in community advocacy and outreach.
- Strong skills in administrative support, writing, researching, and documentation.
- Strong computer skills.
- Excellent interpersonal and communication skills.
- Demonstrated ability to show non-judgmental attitude, maintain client/stakeholder confidentiality, and experience working with people of various backgrounds.
- Minimum 2 years of experience in supervision, project management, and development required.

**To Apply:**

Email resume to: [info@apafss.org](mailto:info@apafss.org) Subject/Ref.: Program Coordinator

**APA is an equal opportunity employer.  
Positions open until filled.**