



MEETING OUR COMMUNITY'S NEEDS
NEIGHBORS TO NEIGHBORS

People's Resource Center Job Posting – Special Initiatives Coordinator

POSITION OVERVIEW

PRC is hiring a Special Initiatives Coordinator to provide support for the successful implementation of current and future programmatic initiatives and provide efficient and effective specialized administrative support to the Sr. Director of Programs.

The Special Initiatives Coordinator will work 30 hours/week, is supervised by the Sr. Director of Programs and will be working remotely during PRC's modified operations due to the pandemic. When PRC returns to full operations, their primary office will be located in Wheaton (201 S Naperville Road). Candidate must be able to work occasional evenings when necessary.

PRC offers a generous compensation and benefits package to our full time employees, including:

- Medical Insurance – HMO and PPO (80% employer paid)
- Dental Insurance – PPO (80% employer paid)
- Flexible Spending Account participation
- Short Term Disability (100% employer paid)
- Life Insurance (100% employer paid)
- SIMPLE IRA retirement plan & company match
- 23 days of Paid Time Off (PTO)
- 12 paid holidays

ESSENTIAL FUNCTIONS

- A. Working with appropriate volunteer and program leadership, plan for and coordinate implementation of PRC's strategic and seasonal initiatives such as: Annual Share the Spirit Initiative, Summer Science classes and Back to School initiative
- B. Assist with research, evaluation, planning and implementation of strategic plan initiatives and special projects as identified
- C. Responsible for all aspects of collaborative gatherings assigned, such as the DuPage County Hunger Network Meetings, including but not limited to coordination of meeting invitations, room reservations, setup and clean-up, agenda reminders, attendance, nameplates, catering needs, meeting materials, administering and distributing minutes.
- D. Provide specialized administrative support to the Senior Director of Programs including but not limited to meeting logistics, calendars, correspondence, meeting requests, presentation/meeting materials and reports
- E. Assist in coordination of activities of program volunteers and interns, as requested
- F. Assist in disseminating program specific service information to increase enrollment of services
- G. Build positive relationships with appropriate PRC staff members, volunteers, and community organizations to maintain high levels of program enrollment

ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES REQUIRED

A. Skills/Knowledge

- Commitment to PRC's mission, values, and community focus
- Desire to work in social services
- Able to multi-task in a deadline driven work environment
- Ability to effectively promote PRC to other organizations
- Ability to work independently after some guidance and direction, with a team, and with a diverse group of individuals
- Ability to work effectively with volunteers, with people from other countries and with people speaking other languages
- Must demonstrate professionalism, flexibility, good judgment and commitment to teamwork
- Evidence of maintaining a high level of confidentiality
- Have an acute attention to detail; strives for 100% accuracy
- Able to exercise professional judgment to resolve moderately complex problems
- Excellent organizational, time management and communication skills
- Ability to respond appropriately in varied situations
- Advanced knowledge of MS Office, Outlook and Google Suite

B. Experience/Education

- Bachelor's degree required in related field of study
- 3 years' project management experience required

APPLICATION PROCESS

**To apply, please send your resume, cover letter and pay requirements to
resumes@peoplesrc.org**

Applications will be accepted until the position is filled.

No phone calls, no faxes please.

People's Resource Center is an Equal Opportunity Employer.

www.peoplesrc.org