



Job Title	National Health Corps Delaware Program Coordinator
Work Location	New Castle County Government Center and/or remote working
Supervisor	National Health Corps Delaware Program Director

Education: Bachelor's degree in public health, education, social work or related field preferred or 1-2 years of related professional experience

Skills/Experience:

- Excellent organizational skills to coordinate multiple projects and timelines with special attention to detail.
- Excellent communication and interpersonal skills, both written and verbal.
- Experience with facilitating, public speaking, and training in classroom or non-traditional settings.

Essential Duties & Responsibilities: The Program Coordinator assists the Program Director with the day-to-day management and administration of the program, which includes recruitment of community-based host sites and placement of 20 member volunteers; member training and professional development; communications activities, and interfacing with staff at New Castle County as well as community partners to increase collaboration and enhance program visibility.

Note: this is a grant-funded position for a pilot program which will end in December, 2021.

Specific Activities:

Member Recruitment

- Organize and track member recruitment and facilitate communication with applicants and new members
- Organize and conduct member background checks according to AmeriCorps guidelines
- Assist with planning for new member orientation and pre-service training, member meetings, in-service trainings and retreats, in particular logistics (i.e. meeting space, supplies, catering)

Member Services

- Provide guidance and support to 20 AmeriCorps Members over the course of their term of service
- Develop and facilitate training modules based on member needs assessment and ongoing member evaluations
- Meet with and advise NHC Philadelphia member committees
- Provide administrative support to Program Director including monitoring timesheets for service hour accrual, time off requests and outside hours participation

Communications

- Implement the NHC Delaware Communications Strategy by maintaining the NHC Delaware website, editing and posting member blogs, and monitoring the organization's Facebook group page, Twitter and Instagram accounts

Community Partnerships

- Network and collaborate with other Delaware AmeriCorps programs for recognition ceremonies, service events, and host site recruitment opportunities
- Collaborate with other staff at New Castle County, the fiscal and technical support agency of the program

TO APPLY:

Please send your resume and cover letter to: Aundrea Almond, Chief of Staff at aundrea.almond@newcastlede.gov.