

Job Description

ALUMNI COMMUNITY INTEGRATION COORDINATOR

Position: Alumni Community Integration Coordinator

Status: Hourly. Part-time

Salary: Based on experience

Reports to: Chief Executive Officer

MISSION

Rainbow Village is a faith-based nonprofit that transforms the lives of homeless families with children by providing a stable community and services that instill initiative, self-development and accountability for future generations.

JOB SUMMARY

The Alumni Coordinator will be responsible for oversight of the Alumni Program, including the planning, coordination, and supervision of programming to ensure that families receive quality services that will support their efforts in transitioning from homelessness to self-sufficiency. The purpose of the Alumni Program is to support the efforts of families to maintain housing and continue to increase self-sufficiency through success coaching and community integration services.

RESPONSIBILITIES:

- Responsible for developing and enhancing the existing Alumni Program including involvement with the implementation Circles Gwinnett mentoring program and the TBRA rental assistance program
- Responsible for providing support in the form of success coaching, community resource referrals, life skills workshops, and crisis intervention.
- Responsible for families receiving ethical, timely, and consistent services; ensure services provide a balance between support and accountability; develop program processes and procedures that promote an agency culture that supports family self-sufficiency rather than dependency.
- Responsible for working with participants to develop individual service plans to include budgeting.
- Responsible for program evaluation; develop and maintain relevant program outcome measurements; ensure accurate reporting of program statistics.
- Assist with development of program budget; maintain cost control according to budgeted guidelines while providing quality services.
- Develop and maintain collaborative and productive inter-agency relationships with all agency departments.
- Establish, lead, and participate in collaborative activities and partnerships with other area community service providers to enhance programming and support positive outcomes for families.

- Participate in agency events.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in social work, counseling, clinical psychology, or related area of study. Other areas of study will be considered.
- Experience in planning, leading, and managing programs, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to senior leadership.
- Ability to convey complex ideas through brief, simple materials.
- Effective at working with others to reach common goals and objectives.
- Understanding of the issues faced by homeless individuals and other marginalized populations in crisis.
- Availability to work occasional evenings and weekends.
- Ability to function with minimal supervision, follow directions, handle multiple tasks simultaneously, and manage stressful situations effectively.
- Current and knowledgeable about external community resources, referrals and service linkages.
- Experience using Client Track HMIS preferred.
- Must be flexible and have a good sense of humor.

PREFERRED QUALIFICATIONS

- Master's Degree in social work, counseling, clinical psychology, or related area of study (licensed eligible is preferred).