

Job Description

Position: Program Coordinator
Program: Elder Service Program
Supervisor: Assistant Director
Grade Level:

Summary:

The Elder Service Program Coordinator is overall responsible for the design, implementation, monitoring and evaluation of the Elderly Services Program (ESP). The Coordinator's responsibilities will include outreach to Cambodian elders through a multi-media advertisement campaign, the identification and training of Cambodian mentors to assist the elderly, and assist the elderly in their dealing with the US Immigration and Naturalization Service. The Coordinator will also be responsible for the development of new programming activities, the supervision of project staff, and the financial management of the program.

Functional Areas of Responsibility:

- A. Overall responsibility for the implementation of the Elder Service Program.
- B. Responsibility for the management of the program budget in accordance with the policies and procedures of CMAA and the funding agency.
- C. Oversight of the project's monitoring and evaluation to ensure that the proposed outcomes/goals of the program are met.
- D. Coordinate and/or participate in the development of new programming initiatives in the area of support for the elderly and other activities proposed by CMAA.
- E. Supervise project staff.
- F. Represent the project to CMAA staff members, other agencies involved in Elder Services and the funding agency.

Specific Tasks:

- A. Overall responsibility for the implementation of the Elder Service Program.
 - A1. Ensure that the elderly population has an increased understanding of new federal requirements, and the potential impact on their self-sufficiency, as well as the citizenship process.
 - A2. Identify and train Cambodian mentors to assist the elderly Cambodian citizens.
 - A3. Identify and assist appropriate Cambodian elders in obtaining citizenship, and facilitate access to other services available to them.
- B. Responsibility for the management of the program budget in accordance with the policies and procedures of CMAA and the funding agency.
 - B1. In collaboration with the Fiscal Manager, ensure that the program budget has sufficient resources to ensure the achievement of the goals of the project.
 - B2. Review monthly program expenditure reports to ensure that the project budget is being adhered to in accordance with the program contract.
 - B3. In collaboration with the Fiscal Manager, re-align budgets and submit requests for budget amendments when appropriate.

B4. In collaboration with the Fiscal Manager, prepare all follow-on requests for program funding in a timely manner.

C. Oversight of the project's monitoring and evaluation to ensure that the proposed outcomes/goals of the program are met.

C1. In collaboration with the Assistant Director/Programs, ensure that the Program has a logical framework which clearly articulates the goals/outcomes, outputs and activities of the project, and the means of measuring progress made against program goals.

C2. Ensure that a system is in place which routinely monitors the progress made against stated goals and objectives.

C3. When appropriate, modify goals/outcomes of the program and notify funding agency with full justification for changes in plan.

C4. Prepare monthly, quarterly and/or annual progress reports in accordance with the procedures of CMAA and the funding agency, and ensure that the reports are submitted in an accurate and timely manner.

C5. When required by a donor, prepare the terms of reference for a program evaluation in collaboration with the Assistant Director/Programs.

C6. When a program evaluation is conducted externally by the funding agency, ensure that all program documentation is well organized and available, and assist evaluators as required.

C7. Ensure that lessons learned from program implementation are incorporated into all new programming activities within the area of support for the elderly.

D. Coordinate and/or participate in the development of new programming initiatives in the area of support for the elderly and other activities proposed by CMAA.

D1. Coordinate the development of all new programming activities in the area of support for the elderly in collaboration with the Assistant Director and other CMAA staff, ensuring that the lessons learned from the past are fully incorporated into the design.

D2. Prepare and/or supervise the preparation of proposals for grant financing for all new programming activities in the field of elderly services.

D3. Coordinate the development of a Logical Framework which clearly articulates the goals, outputs and activities of the proposed program, and ensure that verifiable indicators are included to adequately measure the progress made against program goals.

D4. In collaboration with the Fiscal Manager, ensure that the program budget submitted has sufficient resources to ensure that the goals and objectives of the new programming activity may be met.

D5. In collaboration with the Assistant Director and/or Executive Director and other CMAA staff, actively solicit and/or participate in meetings with potential funding agencies and donors.

D6. Identify potential funding sources for new initiatives in ongoing projects and/or new programming activities.

D7. At the request of the Assistant Director/Executive Director or other CMAA staff, participate in the development of new programming activities as appropriate.

E. Supervise project staff.

E1. Develop detailed job descriptions for all positions funded under the project, and submit to Assistant Director/Executive Director for approval.

E2. Participate in the recruitment, interviews and selection of all project staff funded under the project.

- E3. Provide ongoing and constructive feedback on job performance for all supervised staff. Coach and mentor staff as appropriate.
- E4. Ensure that performance appraisals are prepared in accordance with the policies and procedures of the CMAA for all staff supervised.
- F. Represent the project to CMAA staff members, other agencies involved in Elderly Support and the funding agency.**
- F1. Represent the ES Program to all CMAA staff members at regular meetings, and ensure that the staff of the CMAA are fully apprised of the progress of the program.
- F2. Represent the ES Program to other agencies involved in ES, and develop partnership relationships when and if appropriate.
- F3. Represent the ES Program to the funding agency in collaboration with the Assistant Director/Executive Director.

Authority and Autonomy

The Program Coordinator will have a high degree of authority and autonomy in the day-to-day decision-making and implementation of the program. The Coordinator's decision-making authority is inclusive in accordance with the signed program contract. Any new interventions must be approved by his/her Supervisor.

Primary Contacts

- Assistant Director of CMAA
- Fiscal Manager of CMAA
- Project Directors and Coordinators of CMAA
- Representatives of other Agencies involved in the area of support for the elderly
- Funding Agency

Qualifications:

1. Bachelor Degree in Human Services or related field.
2. One to three years of experience in program management and/or human services.
3. Outstanding interpersonal, organizational and computer skill..
4. Experience working with linguistic minority populations and bilingual staff, and considerable knowledge of the Lowell community and Southeast Asian population; outstanding written and oral communication skills in Khmer and English
5. Outstanding program design and grant writing experience.
6. Ability to solve problems, and excellent group management and facilitation skills.
7. Committed to CMAA's mission to empower and improve the quality of lives of the Southeast Asian population and other linguistic minorities.

Agreed By:

Incumbent:

Supervisor:

Signature Date

Signature Date

Print Name

Print Name