



PROGRAM/OFFICE COORDINATOR JOB DESCRIPTION

Classification: .75 FTE (30 hours/week): Non-Exempt*

Supervised By: Executive Director

Salary Range: \$31,200 (41,600 annual x .75 FTE)
Depending on experience and skills

**There is a possibility that this position could be expanded to full-time if applicant skills also include basic bookkeeping using QuickBooks.*

Overview:

Located in Canon City, Colorado, Family Crisis Services, Inc. (FCSI) is a community-based, private non-profit that provides confidential survivor-defined crisis intervention, advocacy and safety services for survivors of sexual assault and domestic violence. FCSI has a 5-bedroom, 11 bed shelter and 24-hour crisis line serving Fremont and Custer Counties.

A new position at FCSI, the Program/Office Coordinator (POC) works closely with the Shelter & Client Services Coordinator (S&CSC) and the Executive Director. The POC coordinates the day-to-day program/office operations and organizes the administration, collection, and submission of FCSI's data and narrative reporting and analysis for contracts, grants, and other projects using the Salesforce data collection program required by the State of Colorado's Domestic Violence Program.

Primary Job Responsibilities:

- **Office Management and Coordination:**
 - Mail pickup and distribution.
 - Reception – answers and routes incoming office phone calls.
 - Identify and order routine office supplies.
 - Create and maintain up-to-date client files.
 - Maintain the office supply room.

- **Program Management and Coordination:**
 - Monitor on-going data collection to ensure compliance with funder requirements, strategic directions, and ED Report requirements.
 - Work with other staff members to administer data collection tools,
 - Track, monitor, and notify staff of data reporting due dates.
 - Collect, compile, and work with Executive Director to review and then submit data.

- Produce new Salesforce reports that meet specific technical requirements of housing funders (ESG and HUD).
- Provide support to the ED and other staff toward grant management, including assistance with administrative tasks around report writing; contract processing; submission of grant adjustment notices; maintenance of electronic and paper grant files; and other tasks as needed.
- Generate additional service user/activity analysis as needed by program, executive, and/or development staff.

Required Qualifications:

- Three years of related educational or work experience with data collection and quality control for service programs.
- Capacity to analyze complex data, including building database queries/reports.
- Computer skills: comfortable with Office 365 applications including SharePoint and OneDrive collaborations and storage, PowerPoint, and Outlook calendar.
- Experience generating complex aggregate data reports.
- Valid driver's license.
- Flexible work schedule to include after-hours and occasional weekends as needed.
- Excellent interpersonal and communication, organizational, and writing skills.

Preferred Qualifications (not required but viewed favorably)

- Experience with Salesforce.
- Advanced knowledge of Excel (formulas, pivot tables, etc.) and Microsoft Office.
- Strong writing, editing, and analytic skills, including ability to synthesize complex data and narrative into concise, compelling reports
- In-depth knowledge of, and alignment with, the battered women's justice movement perspectives on abusers, abused and at-risk women, youth, and children, and progressive movements to end domestic violence.

Other Responsibilities: May include evening, weekend hours, and in-state and out-of- state travel. The information presented indicates the general nature and level of work expected of employees in this position. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Therefore, other duties may be assigned by the Executive Director.

Family Crisis Services is an equal opportunity and affirmative action employer and supports the principles and philosophy of equal opportunity of all qualified persons, regardless of age, race, gender, gender identity, sexual orientation, creed, national origin, disability, veteran status or any other protected category pursuant to applicable federal state or local law and commits to policies and practices that assure that all employees are accorded equal opportunity for employment,

promotion and training. Furthermore, FCSI values the lived experience of survivors and believes that their knowledge enriches the quality of services. Survivors are encouraged to apply.

To apply:

Send a resume and a cover letter that describes why you want this position, why you think you would be a good fit and include any additional skills that you have or information that you want us to know that is NOT in your resume to: Pat Tessmer, Interim Executive Director at pat@familycrisisonline.com