



COMMUNITY PROGRAMS COORDINATOR

About Miracles for Kids: (www.miraclesforkids.org) Miracles for Kids is one of the only organizations on the West Coast providing monthly financial assistance, subsidized housing, wellness and basic needs programs to families with children battling a life-threatening illness or condition.

Miracles for Kids helps critically-ill children and their families stay strong and together, by keeping the lights on and a roof over their heads. Based in Southern California, the organization was founded in 2002 and continues to expand its reach by serving children receiving treatment at leading hospitals throughout California. In addition to paying monthly bills to covering basic expenses throughout the year and housing families at its local housing complex Miracle Manor - the organization also delivers food, provides pro-bono counseling, and a variety of other supports to ensure that families have their basic needs met during the most emotionally excruciating time in their lives.

Job Description

Type: Full-Time

Location: Irvine, CA

Responsibilities

The Community Programs Coordinator position will provide support to the Community Programs team with a primary focus on the housing program case management and coordination, program event coordination, administrative support, and data entry. We are seeking a motivated, detail-oriented, and organized team player. Responsibilities include:

- Provide support to the Community Programs team
- Process Miracle Manor housing program interest forms and applications
- Provide case management to families in the Miracle Manor housing program – including assessment of family needs, working with families to establish and track goals, and connecting families to community resources
- Maintain families' records by logging case notes, uploading documents into online database, etc.
- Assist with any Miracle Manor housing program needs and tasks
- Lead community events at Miracle Manor in partnership with other organizations and/or volunteer groups
- Assist with coordination and execution of basic needs programs including event setup/teardown, donation tracking and inventory, family phone calls and tracking, etc.
- Data collection, entry, and tracking
- Assist the Community Programs Manager with any special projects as needed

Qualifications and Skills

- Bachelor's Degree in Social Work, Human Services, Sociology, Psychology, or related field OR at least 1 year working experience in related field
- Must be well organized, flexible, and able to work under pressure
- Excellent verbal and written communication skills
- Strong customer service and interpersonal skills
- Able to work event hours. Shifts will be based on event schedules, and you must be able to work some evenings and weekends based on our event calendar
- Proficient in Microsoft Office (Microsoft Excel, Word, PowerPoint)
- Must occasionally lift and/or move up to 25 lbs. Events may require standing, walking, and/or moving
- Must have valid California Driver's License and insured vehicle that you will use as necessary for organization related business, including travel to Miracle Manor as needed
- Bilingual Spanish (preferred)

We Have

- A mission that you can believe in with all your heart
- A profound desire to help more families who need help fighting for their children's lives
- A friendly work environment and mission-focused staff, volunteers and Board of Directors
- Experienced leaders who are ready to take the organization's vision to the next level

Interested? Apply Today!

- Email your cover letter and resume to Sapphira Roberson: sroberson@miraclesforkids.org

The individual in this position will be working in an office environment with limited exposure to our patient children and their families. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization. Employment with Miracles for Kids will be "at will," meaning that either the employee or Miracles for Kids may end employment at any time and for any reason, with or without cause.

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