



JOB DESCRIPTION

Position Title: Programs Coordinator
Department: Wellness & Family Services
Reports To: Department Manager

FLSA Classification: Non-Exempt; Full Time; Hourly
Salary Range: \$25.01-31.00

ABOUT THE ORGANIZATION:

Miracles for Kids Inc. (www.miraclesforkids.org) is a 501(c)(3) nonprofit dedicated to supporting children battling life-threatening illnesses and families who care for them. By partnering with leading children's hospitals throughout California and operating programs that provide monthly financial assistance, subsidized housing, wellness services, and basic needs support, we help create stability for families during times of crisis when fighting for their child's life. Founded in 2002 and headquartered in Irvine, CA, Miracles for Kids operates subsidized housing programs in Orange and Anaheim.

POSITION SUMMARY

The Programs Coordinator is responsible for supporting the Wellness & Family Services team in delivering timely and culturally responsive programmatic services to families in need. This role offers firsthand experience in nonprofit program coordination, case management support, research, and program evaluation.

Major areas of responsibility:

- **Case Management Support:** Process grant applications, including conducting phone screenings, bi-monthly follow-ups, and interviews with families. Gather and verify required documentation and provide families with community resource referrals. Conduct interviews and family visits in the office, hospital, or home settings as needed.
- **Administrative Support:** Maintain and update social worker reports and case records. Assist with tracking referrals, applications, and eligibility status. Provide monthly communications with hospital partners. Support data collection and entry to measure program impact and outcomes.
- **Internship Training Support:** Collaborate with the Department Manager in developing and executing internship training schedules and projects. Provide guidance, shadowing, and support to interns performing case management duties. Track intern performance and ensure alignment with school and program requirements.
- **Event and Program Support:** Attend and support general and Wellness events like Family Movie Nights, workshops, etc. Coordinate events and volunteer planning. Assist with special projects and provide general support for organizational departments.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- Bilingual in English and Spanish (excellent verbal and written skills required).
- Bachelor's degree in social work, Human Services, Psychology, Public Health, or a related field.
- Minimum of 2 years of experience working with under-resourced individuals and families, preferably with experience supporting children with critical illnesses.
- Demonstrated ability to manage sensitive and crisis situations calmly and professionally.
- Proficient in Microsoft Office (Outlook, Word, and Excel) for program evaluation and reporting.
- Strong organizational skills, attention to detail, and emotional maturity.
- Compassionate, mission-driven, and committed to serving vulnerable populations.
- Valid California driver's license and auto insurance, reliable transportation, and ability to drive locally. When necessary, drive the organization's transit van based on insurance eligibility.

WORKING ENVIRONMENT/PHYSICAL REQUIREMENTS

- This position operates in a professional office environment with limited direct interaction with children.
- Physical demands include typing, standing, sitting, walking, bending, and lifting/pushing up to 40 pounds.

HOURS AND BENEFITS

- Work schedule: Mon-Thu 8:30am-4:30pm, Fri 8:30am-1:30pm.
- Paid vacation time PLUS (7) paid holidays and (7) paid flexible floating holidays.
- Medical, dental, 403(b) with 3% employer match, paid sick time, mileage reimbursement, and technology allowance.

TO APPLY email resume, cover letter, and any relevant writing samples to: macosta@miraclesforkids.org

Miracles for Kids is an Equal Opportunity Employer. We are committed to creating a diverse, inclusive, and welcoming workplace for all employees. Employment is "at will," and may be terminated by either party at any time with or without cause. The above statements are intended to describe the general nature and level of work being performed and may not include an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization.