



Programs Coordinator Position Programs Department

Job Title: Programs Coordinator

Department: Programs Department

Reports to: Programs Director

FLSA Status: Full-Time, Hourly, Non-Exempt

Our Mission: Miracles for Kids is a 501(c)(3) nonprofit serving children with life-threatening illnesses and the families that care for them. By operating programs that provide financial aid, basic needs, and wellness to patients and their families, Miracles for Kids creates stability when families are crumbling from the financial and emotional devastation of fighting for their child's life. Founded in 2002, Miracles for Kids operates one office in Tustin, CA and a subsidized apartment complex, Miracle Manor, in Orange, CA.

Job Overview: The Programs Coordinator is responsible for assisting the Programs Director and Staff with necessary tasks and responsibilities to provide timely and culturally competent programmatic services. This position is a great opportunity to gain experience in nonprofit program coordination, research, planning, and evaluation.

Job Duties:

- Grant Program – Processing Grant Applications affiliated with CHOC, CHLA, Mattel, and Sonoma County. Initial Grant Program Application phone screening. Gathering of requested documentation and helping families with resources to help alleviate the current needs. Conduct quarterly phone calls and status reports with the Grant recipient families. Tracking and updating family data through our database system. This includes in home interviews with the families.
- Familycare – Preparing welcome packages for new monthly families. Conducting health screenings for potential families eligible for the program. Constant communication with Personalcare Physicians regarding family status.
- Be available for Special Events associated with Miracles for Kids when instructed by the Programs Director.
- Attend weekly Program Staff meetings and monthly Staff meetings.
- Learn a new case management database and data entry methods.

Preferred Qualifications:

- Bilingual in English and Spanish (written and oral) required.
- Undergraduate Degree in social work, psychology, human services, or public health.
- Case Management experience and working with under-resourced individuals as well as sick children and their families.
- Able to handle difficult situations and effectively communicate to clients and staff.
- Statistical background, able to utilize Excel and databases to effectively report outcomes for evaluation.
- Ability to deal with crisis situations effectively and calmly.
- Ability to be flexible to accommodate immediate organizational needs.
- Responsible, mature and able to make appropriate decisions quickly.
- Compassionate with a heart ready to serve others.

Work Environment:

- Full-time at our Tustin Office.
- Occasional family interviews in Orange County or Los Angeles, CA.

Interested? Apply Today!

- Please email your cover letter and resume to lmucarsel@miraclesforkids.org.
- In your cover letter please explain why this position appeals to you and indicate your hourly wage expectations.

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.