# Resilient West Central Georgia Program Coordinator

**Classification:** Independent Contractor
**Estimated Hours:** approximately 22 hours per week
**Compensation:** $2,838 per month
**Reports to:** Co-Leads, Resilient West Central Georgia
**Location:** Hybrid (remote, with in-person meetings and events across West Central Georgia)

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## About Resilient West Central Georgia

Resilient West Central Georgia is a regional coalition that promotes trauma-informed practices, prevents Adverse Childhood Experiences (ACEs), strengthens protective factors, and supports prevention-focused systems change. The coalition brings together partners across sectors, including education, healthcare, law enforcement, nonprofits, and community organizations, to build resilience, improve well-being, and create more connected, supportive communities.

## Role Summary

The Program Coordinator leads Resilient West Central Georgia's day-to-day coalition and operational work. This includes maintaining consistent engagement with coalition members, coordinating surveys and engagement data, managing the systems and logistics that keep meetings, trainings, and events running smoothly, and serving as a trained facilitator for trauma-informed and prevention initiatives. This role maintains ongoing relationships with partners, organizes coalition information for leadership decisions and statewide reporting, and serves as the coalition's primary regional representative.

## Primary Responsibilities

### Coalition Engagement & Documentation

- Stay in regular contact with coalition members between meetings through check-ins, follow-up communications, and coordination support
- Gather coalition member feedback through meetings, informal check-ins, surveys, and post-meeting follow-up
- Track coalition participation, attendance, and engagement trends to support continuity and responsiveness
- Document and summarize key themes, priorities, and opportunities from coalition engagement
- Organize meeting notes, partner input, and engagement records to align with the coalition's broader goals and initiatives
- Prepare and distribute meeting summaries, reminders, and post-meeting follow-up communications
- Keep coalition contact lists, shared calendars, and engagement documentation up to date
- Identify engagement gaps and emerging needs, and share them with leadership for collaborative planning

### Operations & Logistics

- Manage the coalition's email inbox: monitor incoming messages, route inquiries, and respond to routine logistical requests
- Coordinate scheduling and logistics for coalition meetings, trainings, and regional activities
- Prepare materials, packets, sign-in sheets, and logistical support for meetings and trainings
- Order, track inventory for, and distribute marketing and outreach materials, following approved branding and priorities
- Coordinate logistics for in-person and virtual trainings, including registration, materials, and space setup
- Provide technical assistance for virtual trainings (e.g., Zoom management, participant support)
- Support trainers during sessions by handling sign-ins, materials, and evaluation collection

### Meetings & Regional Representation

- Attend rural and regional partnership meetings as the coalition's representative
- Document key takeaways, opportunities, and follow-up items from meetings attended

- Enter notes and relevant data into shared systems to support reporting and coalition tracking

**Community Presence & Awareness**

- Attend scheduled community awareness events or resource fairs to support relationship-building and coalition visibility
- Talk with partners and community members about the coalition's work and initiatives
- Follow up with partners or organizations met at events, and document outcomes to ensure continuity across outreach efforts

**Training & Facilitation**

- Complete training and certification in at least one evidence-based program (e.g., Connections Matter, Community Resiliency Model (CRM), Strengthening Families Georgia, QPR Gatekeeper Training)
- Serve as a trainer or co-facilitator for community and organizational trainings as capacity allows

**Surveys, Data, & Reporting**

- Coordinate distribution of biannual coalition surveys
- Reach out to coalition members to encourage survey participation and timely responses
- Track survey distribution and response rates, and flag participation gaps for follow-up
- Track training and event attendance using the Regional Coalition Event and Training Reporting Template, and organize participation data for reporting
- Compile and organize survey administration records and participation metrics
- Keep documentation and files organized to support leadership review, evaluation, reporting, and planning

**Professional Development & Collaboration**

- Participate in Resilient Georgia virtual learning opportunities (Lunch & Learns, Coalition Connections, General Meetings)
- Share relevant insights or resources with coalition leadership

## Qualifications

- Bachelor's degree in psychology, public health, social work, or a related field OR equivalent relevant education and/or experience
- Minimum of two (2) years of experience in community engagement, coalition development, prevention programming, operations coordination, training logistics, event planning, or related program support
- Strong organizational, scheduling, interpersonal, and written/verbal communication skills
- Experience working with diverse populations
- Facilitation, public speaking, or training/event coordination experience preferred
- Organized, detail-oriented, and comfortable tracking engagement, participation, and data
- Ability to support virtual platforms and basic technical troubleshooting
- Reliable transportation and ability to travel to meetings, events, and partner sites
- Ability to lift and carry materials or equipment as needed for meetings and events
- Must pass a criminal background check
- Must be willing to complete and pass random drug screenings
- Willingness to follow all agency policies, procedures, and confidentiality standards

## Funding Contingency Disclosure

This position is engaged as an independent contractor and is contingent on continued grant funding. The current grant period begins June 1, 2026, and ends May 30, 2027. Continuation of this contract beyond the current grant period is not guaranteed and is subject to the availability of funds from Resilient Georgia and other coalition funding sources. RWCG reserves the right to modify the scope, hours, or duration of this engagement, or to end it, based on funding availability.