



Program Coordinator

City with Dwellings: A Community First Initiative (CwD) works to end the crisis of homelessness in Winston-Salem and Forsyth County by building supportive, consistent community with individuals struggling with homelessness. As a low-barrier agency, CwD understands the unique circumstances persons facing homelessness must overcome to successfully access housing, health and employment resources. Building relationships of trust and accountability with individuals we serve and engaging the wider community in our work enables CwD to effectively facilitate a coordinated community response to help house individuals and reduce recidivism.

At City with Dwellings' Community First Center we offer community and one-on-one support to individuals experiencing homelessness as they work to navigate a complex system of supportive resources. Our innovative programming engages individuals as they work towards health and stability.

Job title: *Program Coordinator, full time*

Reports to: *City with Dwellings: A Community First Initiative Board of Directors*

Job Description

The Program Coordinator will manage and oversee the development and implementation of City with Dwellings' Community First Center programs for homeless individuals and volunteers. The Program Coordinator cultivates a culture of welcoming hospitality, building community among volunteers and individuals seeking support in his or her efforts to meet housing, health and employment goals. The Program Coordinator is responsible for managing daily operations and related work to ensure organizational and program objectives are met.

Duties and responsibilities

City with Dwellings' Program Coordinator will provide creative, positive leadership for the Community First Center, supporting its mission to build community and end homelessness in Winston-Salem and Forsyth County. The Program Coordinator will:

- Assess the needs of the community to ensure effective, meaningful program goals are met. Coordinate activities of program committees and/or other groups to plan and implement program opportunities for homeless individuals.
- Explore strategies to build creative new programming for the Community First Center, and continue development/enhancement of current programming (Welcome Home, Art Therapy).
- Responsible for volunteer recruitment and volunteer information management.
- Build community and support volunteers through effective communication, training and learning opportunities.

- Grow and maintain relationships and partnerships with faith-based groups, businesses, and resource providers in the community.
- Develop working knowledge of systems and resources integral to work with individuals experiencing homelessness.
- Develop interfaces to collect and protect client information; develop general understanding of data system interfaces with HMIS.
- Direct, coordinate and implement social media engagement related to programming and volunteer development, including, but not limited to, Facebook, Instagram, and volunteer sign-up engines.
- Ensure effective process implementation, program budget development, and assessment/feedback loops are aligned with the goals and objectives for the organization's program vision.
- Represent and promote the work of CwD in the community.

Qualifications

- Bachelor's Degree; five years of experience in the non-profit sector. Experience in community organizing.
- Excellent organizational skills, including planning, delegating, program development and implementation. Ability to identify tasks and effectively lead volunteers.
- Proficiency with Word, Excel, Google Suite, and other web-based management and communication tools.
- An understanding of the culture and circumstances of individuals experiencing homelessness and/or generational poverty.
- Creative problem solving and flexibility in a variety of settings.
- Strong communication skills, written and verbal.
- Excellent interpersonal skills; organizational skills, self-motivation and a strong work ethic. Ability to connect with a wide variety of populations, organizations, and service providers within the community.

Please send resume to [cwgcommunityfirst@gmail.com](mailto:cwdcommunityfirst@gmail.com) by 9/25/2018.