

SAFER FOUNDATION  
VACANCY ANNOUNCEMENT  
October 4, 2011

**All positions are Full-Time (40-hours/week) and located in the Chicago Metropolitan area unless otherwise specified. Applicants should submit updated resume via URL address link listed in the posting.**

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Title: **Program Coordinator**  
Program: **Strengthening Families – Client Services**  
Location: **571 W. Jackson  
Chicago, IL 60661**

To submit a resume and apply for this position, please click:

<https://home.eease.adp.com/recruit/?id=864821>

*Please note: After you “submit” your application, you will receive an e-mail acknowledging receipt.*

**This position is funded through January 2013.**

**JOB DESCRIPTION:**

The **Program Coordinator** will supervise three program facilitators. Coordinator will recruit and guide selected family cohorts through the “Strengthening Families Program” counseling curriculum, both in the initial pilot phase and through the full, 1-year project phase. The Program Coordinator will be on-call during program sessions to help assist with problems as they arise. Program sessions will be conducted after Safer’s normal working hours and weekends. Other key duties and responsibilities include:

- Oversee the recruitment of program participants that meet study criteria and monitor their attribution/retention in the program
- Supervise and support curriculum facilitators
- Arrange for childcare and oversee childcare workers
- Oversight of program evaluation data including: collection; training program facilitators in process; administering pre and post surveys; tracking participants and follow-up data at end of program
- Coordinate/arrange for entire program set-up including: building access and equipment; room/space set-up; and, transportation for program participants including meals/food set up for each session

**QUALIFICATIONS:**

Must have at least 2-4 successful years of program implementation while adhering to its protocols and standard operating procedures; experience with start-ups preferred. Must have an understanding of data collection and procedures and experience in providing employment and training services. Knowledge of and experience with the barriers populations with criminal records face and how to remediate them. Requires excellent communications (oral and written), computer, organization skills as well as interpersonal and facilitation skills in order to work appropriately with clients, peers and supervisors. Must be self-reliant, resourceful, outcome-driven and an effective multi-tasker in a fast-paced environment.

**ACADEMIC BACKGROUND:**

High School Diploma or equivalent and relevant work experience.

**(Open: 10-4-2011)**

Safer Foundation is a drug-free workplace.  
EOE/AA/M/F/D/V