

EPIC - EVERY PERSON INFLUENCES CHILDREN, INC.
Program Coordinator

EPIC – Every Person Influences Children is a non-profit agency that provides parenting, youth services, family engagement and professional development to families, schools and communities in an effort to help them raise children to be responsible and successful adults.

We are looking for a full-time (40 hours) Program Coordinator who will be responsible for performing program related tasks for EPIC’s Family Engagement, and Parenting and Youth Services departments. This position will coordinate with partners to schedule and coordinate workshops and trainings, assist with reporting requirements, evaluation forms, and other contract requirements, workshop setup and outreach, in addition to becoming an EPIC trained facilitator and facilitating parenting workshops.

The ideal candidate must be competent working with diverse cultural and ethnic populations, comfortable working with at risk participants, including those with mental health diagnoses; work well in a team and independently; have excellent communication skills; be comfortable speaking to small groups. Job Requirements include a flexible schedule to include occasional evenings if needed, must have own transportation and a background check required.

Education/Experience: Degree in Social Work, Mental Health, Education or other related field, or 5 years of relevant experience. Preferred: Prior group facilitation and Salesforce experience.

EPIC offers competitive wages, benefits and paid time off, in addition to a fun, family-friendly atmosphere. If you want to work hard, be a part of team that feels like family, and make a positive impact on our community, this might be a good fit for you.

All responses must include a cover letter and resume and be submitted via email to hr@epicforchildren.org. **Any submissions without a cover letter will not be reviewed.**

No phone calls please.

EPIC is an Equal Opportunity Employer.