



PROGRAM SERVICES COORDINATOR

Full-Time

The Program Services Coordinator works within the vision and mission of Houston Children's Charity and is responsible for assisting in the management of HCC programs and events. The coordinator will help plan and execute the various ongoing programs offered by HCC, manage the Adopt-A-Family program during the holiday season, and have a role in various projects and organizational events throughout the year. This position reports to the Program Services Director. The ideal candidate possesses skills in project management, understands target audiences, and has the ability to work efficiently and effectively with colleagues and vendors. This position involves contact with both clients and organizations.

PRIMARY RESPONSIBILITIES:

Programs

- Assist with HCC individual family programs including "A Better Night's Sleep", Back2School, Chariots for Children, and Toy Distribution.
- Receive, validate and record incoming applications for HCC individual family programs.
- Identify, investigate, and suggest new promotional partnerships that support Houston Children's Charity's mission.
- Update community calendars and partners about Houston Children's Charity activities.

HCC Closet

- Serve as primary contact for HCC Closet for internal and external communications.
- Coordinate donated goods for HCC closet including organizing and making ready for the public.
- Work with Volunteer Coordinator to staff HCC closet on "open" days with volunteers as needed.
- Serve as point of communication for applicants and agencies.
- Ensure orderly participation by applicants.
- Ensure HCC closet is kept neat, clean and orderly at all times.

Chariots for Children

- Process applications – acceptance / decline / award letter.

A Better Night's Sleep

- Identify applicants / emails / letters.

Toy Distribution

- Identify applicants / emails / letters / wristbands

Adopt-A-Family

- Process sponsor applications
- Identify and match sponsors with families based on their preferences
- Maintain clear communication with both sponsor and families

Other Duties & Responsibilities

- Professionally answer phones, communicate clearly and effectively
- Assist team as needed
- Other tasks and responsibilities as assigned
- Enter data and produce reports/lists from the database
- Maintain and Update Agency List and Mailing List databases in an ongoing manner

QUALIFICATIONS

- Bilingual English/Spanish required
- Prior experience in nonprofit organizations a plus
- Detail-oriented with strong proofing skills
- Demonstrated proficiency and skill with Microsoft Office applications as well as strong expertise with Excel
- Ability to multi-task and ability to provide support to several team members

**Interested candidates should send their cover letter and resume to Nicole Bargoti at
Nicole.b@houstonchildrenscharity.org**