

## Mission

*Creating strong communities by partnering with nonprofits, government and businesses for more impactful, successful organizations and programs.*

## **Job Posting – August 2019**

### **Program Coordinator – Community Services Network of Wyoming**

The Program Coordinator performs high level corporate and client-centered functions. The position coordinates and carries out the programs and services for Community Services Network of Wyoming, a 501(c)3 nonprofit that provides advocacy, training, and technical assistance to CSBG partners who are supporting a path to self-sufficiency for people living in poverty.

#### **Responsibilities include:**

- Manage client contract relationships, including fulfilling contract requirements and facilitating processes and communication among contract stakeholders.
- Develop and maintain collaborative relationships with all stakeholders, including clients, customers, vendors, board members, association members, sponsors, management and peers.
- Compile information for reports, billing, correspondence, policies, step action and job aids.
- Maintain effective communication and positive public relations among personnel, customers and clients.
- Perform client specific tasks for various software systems.
- Attain and maintain superior knowledge of relevant regulations, as well as Align operational procedures.
- Assist with oversight and management of assigned contract budget.
- Provide training and technical assistance according to client contract.
- Fulfill specific responsibilities according to client contract assignment (*see below*). Due to fluctuating funding levels, this position may be partially allocated to other client contracts.

#### **Community Services Network of Wyoming**

- Work closely with the board of directors to fulfill the mission and implement strategic plan.
- Provide board administration, management and recruitment assistance.
- Build relationships with CSBG agencies and sub-grantees, including recruiting members.
- Coordinate and provide training and technical assistance to CSBG agencies and sub-grantees in Wyoming.
- Build relationship and maintain ongoing communication and collaboration with Community Services Program at the Wyoming Department of Health.

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.*

- Acquire ROMA certification and training on CSBG specific programs and reporting tools.
- Build relationships with national and regional training and technical assistance partners.
- Update and maintain CSNOW website, contact database and disseminate information to members and stakeholders.
- Ensure annual state and federal requirements are completed to maintain good standing with Wyoming Secretary of State and IRS.

### **Organizational Relationships:**

This position reports to a member of the leadership team and may receive direction from any member of the leadership team. No supervision of other employees. Interfaces daily with management and employees. Supports corporate values by demonstrating high regard for clients, the communities we serve and the internal team.

### **External Relationships:**

First contact for Align clients, customers and business partners. Represents the corporation in the community and promotes the corporation's goodwill interest in community activities.

### **Position Qualifications:**

- Bachelor's degree preferred; high school diploma or GED required.
- Experience in program and project management, including the ability to effectively coordinate people and processes.
- Experience in training and developing presentations.
- Excellent interpersonal and communication skills with the ability to express ideas clearly, orally and in writing.
- Ability to plan and conduct effective meetings.
- Ability to contribute to and work within a team environment.
- Advanced computer usage/skills, including Excel, Word and PowerPoint, as well as database experience.
- Ability to travel within and outside of the state.

### **Material and Equipment Directly Used:**

Scanner, miscellaneous printers, postal equipment, calculator, copy machine, telephone, computer, keyboard, various legal documents, various software.

### **Physical Demands:**

An open office environment with comfortable surroundings. While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment, and reach with hands and arms. Employees are frequently required to stand and walk and lift up to ten pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must have a valid driver's license and ability to travel.



**About the Position:**

- Full-Time Exempt, located in Cheyenne, WY
- Salary range: \$35,000 to \$54,000 annually
- Comprehensive benefit package, including:
  - Health, dental and vision insurance
  - Flexible spending account
  - Life and long-term disability insurance
  - 501(k) Plan
  - Paid vacation, sick and personal time; paid holidays
  - Education assistance plan

**Position closes September 16, 2019. Submit cover letter and resume to:**

Align

Attn: Human Resources

1401 Airport Parkway, Suite 300

Cheyenne, WY 82001

Or email [hr@TheAlignTeam.org](mailto:hr@TheAlignTeam.org)

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