Bhutanese Community in Utah

Position: Program Coordinator

Job #BCU-20-004

**Program Summary**

**Safe in Utah Grant** is approved by the Utah Governor’s Office of Economic Development (GOED) to provide services for safe employees and safe clients impacted by COVID-19 from July 2020 to December 2020.

**Job Description**

**JOB SUMMARY**

Ideal candidate is outgoing, service-minded, detail-oriented, maintain high quality and confidentiality and professional in written and verbal communication

The programs manager is responsible for managing programs of BCU and team leadership to plan, organize, direct, implement, and manage all aspects of the BCU programs.

**MAXIMUM QUALIFICATIONS**

Master’s degree majoring in Social Work, English, Sociology, Psychology, and Political Science and experience in administration; preferred studied in USA/Utah in human services field, or other closely related field; OR an equivalent combination of related education and experience

Preference will be given to that applicant with highest number of years’ experience directly related to these duties of management and administration.

Due to the nature of this position, the successful applicant must pass a required employment background check in accordance with current BCU employment policy requirements.

The successful candidate must have strong communication skills (both oral and written), organizational skills, computer skills (Microsoft Word, Excel, PowerPoint), and the willingness to learn and develop additional computer skills.

**ESSENTIAL FUNCTIONS**

1. Assists in project implementation and management of the organization’s programs.

2. Attends program meetings with program team and board members, provides virtual or on-site training to program staff for effective project implementation, and serves as a liaison between the organization and grantors.

3. Prepares and applies grant applications and the development and maintenance of project protocols, performance procedures, data collection procedures.

4. Participates in recruitment and oversees data collection and management.

5. Supports project management activities and performs project-relevant administrative tasks, such as preparing and submitting program reports ensuring compliance, overseeing supplies inventory, communicating with other agencies and other stakeholders about current and planned community’s projects, scheduling and monitoring team members work schedule, and organizing and attending project meetings.

7. Verifies bills, financial transactions, approves bills for payment process and monitors overall program activities and performance outcomes.

8. Actively involves in the community engagement efforts.

**Location**

BCU Office

**Department**

Management and Administration

**Salary**

$17.00 hourly and 12 hours a week for 26 weeks

**Date Opened**

Aug 11, 2020

**Date Closed**

Filled

**Important Information**

This is a Time Limited position. Time-Limited employees serve for six months throughout the grant period.

**Position Type**

Time-Limited (Appointed) and terminates automatically as the program ends.

Bhutanese Community in Utah is an Equal Employment Opportunity Employer (EEO).