



EMPLOYMENT OPPORTUNITY

Position Title: **Program Coordinator**

Reports To: **Executive Director**

Status: **Part-time with flexible hours** *(Minimum 20 hours/week with opportunities for full-time, though not required)*

Pay Scale: **\$15/hour**

Job Overview:

Channing-Murray Foundation (CMF) is seeking a part-time **Program Coordinator**. This position has three main responsibilities: coordinating and organizing radically inclusive events and building rentals, coordinating our food pantry program, and collaborating with Red Herring staff on community engagement.

The Channing-Murray Foundation is a 501c-3 art and social justice campus center rooted in Unitarian Universalist values. We believe that everyone has inherent worth and dignity, people and planet are interconnected, and we all have a role to play in creating networks of care. Incorporated as a UU student ministry in 1954, CMF has evolved into a performance venue, an activist meeting space, and a home to the Red Herring Vegetarian Restaurant. In 2020 CMF established The Bucket Brigade, a food pantry delivery program that serves an average of 20 families in need every week. Programming at CMF in 2021 will focus on food-justice efforts and welcoming groups who wish to use our space as we build a better world and beloved community.

Qualifications Include:

- 2 years supervision experience, 1 year program coordination experience
- Strong administrative, policy, supervision, and communication skills.
- Program development and evaluation experience.
- Trauma-informed approach to care.

- Digital office skills including: Windows, Word, Excel, Google docs.
- Strong collaborator and team builder.
- Strong event planning/scheduling skills.
- Planner who anticipates challenges and takes initiative to solve problems.
- Strong work ethic and results-oriented approach.
- Ability to prioritize tasks and handle multiple projects at once.
- Ability to adapt to changing environments and new technologies.
- Demonstrated ability to work effectively and respectfully with people of all economic, racial, and gender identities.
- Ability to establish and maintain an effective working relationship with the director, team members, board of governors, partners, and members of the public.
- Experience in training and professional development, a plus.

Essential Duties include:

- Develop and improve programs; recruit, supervise, and coordinate volunteers.
- Draft and manage the food pantry budget.
- Support Red Herring restaurant staff in community engagement.
- Prospect and manage grants.
- Produce reports on progress and outcomes.
- Communicate to the public about programs and opportunities; update newsletters and social media.
- Manage contracts with outside partners.
- Represent programming at Board of Governors Meetings (monthly) and Membership meetings (annually).
- Perform designated roles and responsibilities of the Director in her absence.

Benefits:

- Plant-based, ready-made lunch from the Red Herring whenever working on-site.
- Flexible schedule outside of in-person programming, can work from home on asynchronous coordination

Work Environment:

- There are synchronous and asynchronous responsibilities; the coordinator will negotiate with the director on creating a schedule that works for the organization and the employee.
- The regular, in-person, work hours are 12-5pm on Wednesday afternoons.
- Channing-Murray Foundation's work culture is one of collaboration, mutual care, and respect for every individual's inherent worth and dignity.

Channing-Murray is an Equal Opportunity and Affirmative Action Employer.

APPLY BY August 4th, 2021

1. Please submit a cover letter and resume to channingmurraydirector@gmail.com

If you have any questions, please contact CMF Director- Emily McKown at channingmurraydirector@gmail.com.