



## **Program Coordinator, HYATTSVILLE (MD) AGING IN PLACE**

Part-time hybrid contract position, up to 20 hours a week at \$20/hour.

### **POSITION SUMMARY**

HAP is looking for a part-time Program Coordinator to grow and strengthen our community programs for our membership. The position will work with the HAP board of directors and committees, communications coordinator and members to produce and coordinate social events and cultural and educational programs for our members, as well as facilitate community meetings and one on one conversations. This position entails both management and administrative work, as well as direct member engagement. Applicants for this position should have passion for building community, know how to help others lead and advocate for programs, have clear oral and written communication skills, and want to make a difference in Hyattsville.

### **DUTIES & RESPONSIBILITIES**

#### *Programs*

- Develop and coordinate programs and volunteers to support the wellness, health or education of community members, aiming at 2–3 events per month.
- Support current programs (Corridor Conversations, Our Stories, Food Security, Valentine’s and other programs)
- Develop a Program Committee to support and expand social, education or wellness programs
- Support members in leading their own community programs or events and organize Volunteer and Member social gatherings
- Create an Event Calendar for the HAP website, including events from other organizations that align with HAP’s mission and goals
- Work with HAP’s communication director to advertise HAP programs via listservs, social media, and flyers, as well as manage event registrations, reminders and follow-up communications
- Serve as host and moderator for in-person and virtual programs
- Develop relationships with members via one-on-one meetings

#### *Secondary as help to others not primary — Membership*

- Assist in recruiting new members by meeting people in the community
- Help with Neighbor and Volunteer application, interview and orientation process, as needed
- Contribute to *HAPpenings* – HAPs quarterly newsletter

The Program Coordinator will work closely with the HAP Board Leadership Team and member-led committees to gain approval of programs and will report directly to the Leadership Team.

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## **COMPENSATION, SCHEDULE & WORK CONDITIONS**

This contract position will be paid \$20 an hour, up to a limit of 20 hours a week. We anticipate most work will take place during typical weekday 9-5 hours, but will require some evening and weekend hours. Most work will be done remotely, but some will involve in-person meetings or facilitation of events, mostly in Hyattsville or nearby. This is a contract position, and no benefits will be provided.

## **QUALIFICATIONS**

- Strong interpersonal and collaborative team skills
- Strong verbal and written communication skills
- Excellent organizational and time-management skills
- Experience with event planning, hosting group meetings and workshop facilitation
- Experience working with volunteers
- Ability to work with a diverse population and uplift the voices of historically marginalized groups
- Experience with web-based platforms (e.g., Zoom, Google Docs, Google Sheets)
- Familiarity with or lived experience in Hyattsville area
- Successful candidates will go through background and driving check, and meet requirements of HAP's Code of Ethics
- Must be able to lift up to 20 lbs and have access to transportation to transport materials Proof of current COVID-19 vaccination is required

## **HOW TO APPLY**

Email your résumé, contact information for three professional or personal references and cover letter to [HAPCares@gmail.com](mailto:HAPCares@gmail.com) with the Subject line: "Application for Program Coordinator, [your name]." Applications will be reviewed on a rolling basis.

Cover letters should address the following questions:

1. What interests you in this position?
2. How is your previous experience applicable to the work?
3. What is your connection to Hyattsville?

## **ABOUT HAP**

Hyattsville Aging in Place (HAP) is a volunteer-driven nonprofit dedicated to helping older adults age well and remain in their homes and active in the community for as long as they wish to. HAP works with members to offer social, wellness, and educational programs. HAP coordinates volunteers to deliver direct services like rides to medical appointments, minor home and yard chores, technology help or information and referral.

HAP thrives on its diversity and recognizes that some applicants may be reluctant to apply if they do not meet all of the qualifications. HAP encourages all applicants with a strong interest to apply. No applicant will be discriminated against because of race, color, religion, national origin, age, sex, gender identity, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran's status, or other basis prohibited by law.