

Program Coordinator, HYATTSVILLE AGING IN PLACE

Part-time hybrid contract position, up to 15 hours a week at \$27/hour.

OVERVIEW

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. 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.

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 Program Committee, the HAP board of directors and other committees, the Communications Coordinator, and members to produce and implement social events and cultural and educational programs for our members. This position entails both management and administrative work and 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

- Working closely with the Program Committee, develop and coordinate others to implement programs for wellness, socializing, or education of community members, aiming at 2-3 events per month. (Note: this can include monthly Lunch Bunch gatherings, but not other activities currently underway.)
- Support current programs (Corridor Conversations, Our Stories, Food Security, Valentine's Day gifts, and other programs)
- In conjunction with the Volunteer Committee, help organize social events for volunteers and members.
- Maintain an Event Calendar at least three months in advance of activities 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 distribution of flyers, reaching out through local congregations, libraries, organizations, etc.
- Manage event registrations, reminders and follow-up communications for all programs and events.
- Serve as host and moderator for in-person and virtual programs. Use various means to ascertain interest in topics, events, and activities of members and older adults in the community.
- Contribute to HAP's newsletter.
- Serve as an "ambassador" for HAP in the community.

The Program Coordinator will interact most directly with the Program Committee Chair and will also keep the Board Chair informed of activities and any issues.

COMPENSATION, SCHEDULE & WORK CONDITIONS

This contract position will be paid \$27 an hour, up to a limit of 15 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. 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, Microsoft Teams, 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 vaccinations is required

HOW TO APPLY

Email your résumé, three work or academic references and cover letter to HAPCares@gmail.com
- 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?

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.