

POSITION DESCRIPTION

JOB TITLE: Program Coordinator
DEPARTMENT: Bosch Bahá'í School
REPORTS TO: Operations Manager

DATE: February 13, 2017
LOCATION: Santa Cruz, CA

POSITION SUMMARY: The Program Coordinator works with Director of Education and Schools and the on-site administrative team to help grow capacity in the development, implementation, and evaluation of programs and sessions held at Bosch. The Program Coordinator is intimately involved in advancing the social discourse and social actions of the surrounding clusters, and in the current activities of the Plan.

KEY JOB RESPONSIBILITIES: *include the following. Other duties may be assigned.*

1. Works to ensure that programs, and arts, and behavior of all participants are aligned with the priorities of the National Spiritual Assembly and with the vision for Bahá'í centers of learning as expressed in the Writings of the Faith and the current stage of the Divine Plan
2. Works under the day-to-day supervision of the Operations Manager to develop and implement regular devotional and holy day programs and to develop website, brochures, press releases, listserv announcements, newspaper articles, etc.
3. Consults with members of the elected and appointed Institutions; learns current reality of the Plan in the field and expected next steps to develop concepts for programs that can complement the continuum of activities in the various clusters across the U.S.
4. Evaluates whether programs will build capacity in Bahá'ís and in community of interest to provide in its instructional styles and activities an appropriate complement to community and cluster activities
5. Generates, applies, and disseminates an evaluation/feedback system after each program to learn the experience of participants and to forecast next steps for growth and advancement
6. Schedules sessions and hosts all school programs
7. Identifies, contacts, and invites facilitators/presenters and participants
8. Recruits and trains all the facilitators, volunteer teaching staff, and educational staff
9. Plans and implements all recreational programs, outreach, and follow up, including intergenerational activities and activities for children, jr. youth and youth
10. Prepares and organizes educational materials and handouts for each program; conveys requests from facilitators/presenters to school departments like the bookstore
11. Maintains an inventory of A/V, school and recreational supplies, and equipment

SKILLS & QUALIFICATIONS REQUIRED: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. A Bahá'í in good standing, actively engaged in the Core Activities; knowledgeable about and experienced in the current Plan.
2. Bachelor degree in education, social sciences, or related field (Masters preferred)
3. 3-5 years forefront of cluster, or regional coordinator, or similar Institutional experience
4. Involvement with the institute process with hands-on experience in cluster activities, tutoring, direct teaching, arts, and programs of growth
5. An in-depth understanding of the Bahá'í teachings and the ability to apply spiritual principles to the responsibilities of the position

6. Ability to exercise good judgment and diplomacy in interactions
7. Ability to demonstrate behavior which meets Bahá'í standards and serves as a model to the guests and staff
8. Ability to plan strategically within established priorities and policies
9. Excellent time management skills; well-developed ability to prioritize among competing demands
10. Ability to devise programs, network, coordinate, and supervise
11. Effective communications skills in English, both verbal and written (Spanish, Persian, a plus)
12. Commitment to service reflected in: courtesy, patience, self-control, integrity, trustworthiness, enthusiasm, energy, and friendliness
13. Ability to work under pressure and collaborate with others to accomplish assigned duties
14. Ability to work long hours including evenings and weekends, and to travel on occasion
15. Possesses a valid driver's license and clean driving record
16. Experienced with the use of software applications, including Microsoft Word, Excel, Outlook, PowerPoint, and web-based apps