

**St. Barnabas Senior Services**

**Job Posting: Coordinator, Special Projects**

St. Barnabas Senior Services, a nonprofit agency that has been serving seniors residing in the urban center of Los Angeles for over 100 years, seeks an experienced Coordinator of Special Projects to develop and oversee day-to-day program elements of various projects soon-to-be-implemented, including a Mobile Tech Lab, Diabetes Education, and Fitness Club Program.

The Coordinator of Special Projects is an 80% FTE (32-hrs/week) temporary position for one year, with the possibility for extension and becoming a regular FTE.

The position is responsible for performing community outreach, promotion, and recruitment of participants; coordinating training sessions; assisting with the development of program curriculum, working closely with external partners working on related program(s); and preparing all required budgets, progress reports and evaluation documents. Coordinator of Special Projects will report to the CEO.

**Qualifications**

The ideal candidate:

* 2+ years demonstrated project coordinator experience required
* Ability to multi-task within a deadline-oriented environment
* Excellent communications skills—written, oral, and presentation
* Highly organized, commitment to meet deadlines
* Ability to work independently while being a team player
* Proficiency in all Microsoft Office applications
* Bi-lingual proficiency in Spanish or Korean is desirable
* Nonprofit experience and experience working with older adults is a plus, preferably with multi-ethnic seniors
* Access to own vehicle and requires a valid CA driver’s license plus auto insurance
* Knowledge of the Los Angeles downtown area is a plus
* Bachelor’s degree required
* Ability to work autonomously and under pressure.
* Creativity to ensure the greatest impact possible with limited resources
* Ability to create and maintain processes

**Other Duties and Responsibilities:**

* Represent organization at SBSS and/or externally sponsored events
* Conduct presentations internally and externally
* Assist in the development of field training to complement programs
* Screen, recruit, and train volunteers for special programs as well as recognize and reward volunteers for their contributions to SBSS
* Requests and coordinates resources
* Work collaboratively with St. Barnabas staff to meet SBSS program and service goals
* Requires flexible schedule as some weekends may be needed

**Remuneration:**

* Salary range at 80% FTE ($33,280-$43,264)
* The Coordinator of Special Projects is an 80% FTE (32-hrs/week) and will be paid according to his/her past professional experience
* The position offers benefits, including excellent vacation package.

This position will be located in Los Angeles, California.

The ideal starting date is **early January 2011.**

Interested parties should send their resume, references and a cover letter to Gina Provencio ([gprovencio@sbssla.org](mailto:gprovencio@sbssla.org)) by 12/21/2010.