



Family Promise of Aiken County ***Part-time Program Coordinator***

We are a nonprofit organization assisting families in Aiken County facing imminent homelessness. See <https://www.familypromiseofaiken.org> for more information.

We are seeking a motivated individual for our part-time Family Promise Program Coordinator. The position will start as a permanent part-time position with the expectation that it will grow into a full-time position. This is an in-person position located in Aiken, SC. Salary is dependent on experience and educational background.

Functional Duties:

- Implement policies and procedures as determined by the Board of Trustees
- Coordinate schedules and work assignments with the Case Worker and Board of Trustees, working a flexible schedule as needed
- Perform bookkeeping duties
- Provide oversight and organization of training programs and volunteer coordination
- Support fundraising efforts
 - Provide information for marketing plan to raise funds including events, public relations, corporate calls, and any other marketing strategies necessary
 - Establish networks with other local agencies/organizations in support of our mission
- Media
 - Prepare a quarterly newsletter
 - Maintain the Family Promise of Aiken website and other social media as directed by the Board

Required Skills:

- Organize workflows efficiently
- Familiarity with Quickbooks and other relevant software programs
- Multitask effectively
- Work well independently and in teams
- Have strong interpersonal communication skills

Educational Requirement:

Bachelor's degree required or expected in 2022. Preference given to those with a degree relevant to job duties.

How to Apply:

Email your resume to info@familypromiseofaiken.org

Screening will begin on March 30, 2022 and continue until the position is filled.