**Position Announcement: Part- time Still Standing Program Coordinator**

**Location: Trenton and Hamilton, NJ**

Arm In Arm is seeking a part-time Program Coordinator for the Still Standing Program. The Still Standing Program addresses the basic needs of single mothers and their families while teaching them the skills and mindsets needed to create long-term stability and economic mobility through matched savings accounts and financial literacy. The applicant should have knowledge of Mercer County services and resources addressing poverty and homelessness. The applicant should have strong written and verbal communication skills. The position is 15 hours per week and will report to the Director of Housing Stability Services.

**Purpose of the Position & Impact**

The Program Coordinator for Still Standing helps advance the mission of Arm in Arm by providing support services to program staff and the program participants. S/he assists by coordinating services, meetings and activities for the participants and their children. Will work one-on-one with a group of participants to aid them in building confidence and skills needed to pave the path to financial and personal stability.

**Core Competencies & Essentials for Success**

The Program Coordinator will join a dynamic collaborative team. Applicants who can demonstrate strength and accomplishment in the areas listed below and a sincere interest in Arm In Arm’s mission are encouraged to apply.

* Develop, schedule and implement monthly meetings/activities for program participants and their children.
* Develop and implement trainings for participants based on needs assessments.
* Collaborate with other service providers to support family stability.
* Financial coaching: provide one-on-one coaching for the participants. Assist them with goal setting, budgeting, credit building/repair, savings, etc. Monitor participant’s progress towards financial and personal goals.
* Resource development: identify and refer participants to new programs and services and other community resources needed to achieve their personal and financial goals.
* Generate monthly and quarterly programmatic reports.
* Ability to be empathic and resourceful in approaching the unique concerns of each participant
* Attend trainings/meetings on an as needed basis
* Attend monthly in-person meeting on Saturday

**Requirements**

* High school diploma; associate degree preferred
* One to two years of case management and/or working with families
* Knowledge of Mercer County services and community resources addressing the issues of poverty and homelessness
* Satisfactory background clearance
* Proficient in Microsoft Office

**Personal Attributes**

Arm In Arm seeks an individual whose attitude and behavior is consistent with the core values of the organization, demonstrating compassion, dignity and respect in interactions with clients, staff, volunteers, interns, community partners and supports.

Please complete submit application, resume and cover letter to hr@arminarm.org.

***Arm In Arm is an equal opportunity employer. Arm In Arm does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.***

*Compensation is based on experience.*