

# Grand Rapids Program Coordinator job description



**Location:** Grand Rapids, MI (remote with periodic in-person programming)

**Start Date:** April 2022

**18 hrs/week:** Mostly afternoons/evenings/Saturdays (schedule can be largely chosen) with 2x/month 1hr morning meetings

**Pay:** \$20/hr, eligible for retirement benefits and paid days off

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*Connecting Champions is a nonprofit that asks young adults & kids with cancer across the country, “What do you want to be when you grow up?” and connects them with a local mentor for the cancer journey. In May 2022, we will be launching a newly-expanded AYA program in partnership with Helen DeVos Children’s Hospital to serve participants in central and western Michigan.*

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## Job Description:

The Grand Rapids Program Coordinator is dedicated to facilitating mentoring friendships for young adults with cancer (up to age 26) throughout central and western Michigan. The core elements of the role are scheduling mentor-mentee visits virtually and in-person, coordinating with staff at Helen DeVos Children’s Hospital, incorporating school and career preparedness strategies, measuring outcomes, and building close-knit relationships with families, young adults, and mentors. This coworker will help provide the resources and guidance for young adults with cancer to be prepared for life beyond the disease. The Program Coordinator will be the face of the organization to central/western MI participants.

When a participant is referred from Helen DeVos Children’s Hospital, they meet the Program Coordinator over videochat to identify their aspirations, personality, and unique needs. After our Mentor Finder finds a local mentor, this Coordinator preps the mentor and coordinates the first visit. As the mentor-mentee relationship develops, visits take place virtually and in the workplace. To build positive mentorship experiences, the Program Coordinator must coordinate difficult schedules, plan the agenda for each visit, find & send materials, and facilitate conversations/activities in real-time. The Coordinator will also meet regularly with the AYA team at Helen DeVos Children’s Hospital.

The Program Coordinator must be present at all visits, virtually or in-person, which range from once per week to once per month. In between, there are also check-in calls and tasks. In one friendship, for example, one of our young adults wants to be a cosmetologist when she grows up; we sent her a mannequin head with professional cosmetics before each visit and she would learn a new beauty technique each week over videochat with her mentor (with one of our staff present).

The Program Coordinator must be extremely organized, personable, and creative. The weekly schedule is flexible, as long as the majority of the hours takes place between weeknights 4-8pm and Saturdays 10-3pm, with two 1-hour morning meetings per month. They must work at least three separate days. Work can be done mostly remotely with periodic in-person mentor visits. The Program Coordinator reports to the Senior Program Manager and Executive Director.

## Requirements:

*Minimum Bachelor’s and 2+ years of experience in a human services profession*

- Comfort with majority of working hours being spent videochatting with young adults & their mentors, plus periodic visits in the community
- Talented problem-solving and internet search skills
- Experience with young adults and kids
- Comfort with vulnerable populations
- Stable internet connection
- Consistent schedule
- Background in a human services profession (e.g. educator, counselor, social worker, psychologist, CLS, etc.)
- Excellence keeping things organized + time management
- Comfort with Google Suite (gmail, docs, drive, etc.)
- Background succeeding both independently & in teams
- Ability to pass background checks
- COVID-19 vaccine, all requested clearances/background checks, and I9 verification.

*Connecting Champions values a team and culture of diversity. We do not discriminate on the basis of race, color, religion, ancestry, sex, national origin, age, disability, sexual orientation, gender identity and/or expression, genetics, or military status in any of its activities or operations.*

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