**Safe and Nurturing Families Program Coordinator**

**who WE are**

* We’re The SAFE Alliance, a merger of Austin Children’s Shelter and SafePlace.
* We’re a registered, 501(c)3 nonprofit organization, spanning two beautiful campuses on several acres in beautiful Austin, Texas.
* We’re a diverse, passionate group of more than 335 staff with a vision of a just and safe community, free from violence and abuse, and a mission to lead in ending sexual assault and exploitation, child abuse and domestic violence through prevention, intervention, and advocacy for change.
* Our staff were named “Every Day Superheroes” by the Austin Chronicle; we’re a two-time Austin-American Statesman’s “Top Workplace” winner for years 2015 and 2016; and we were named a “Best Nonprofit” in 2017 by the Nonprofit Times.

**who YOU are**

* You’re a strong believer that all people should have lives that are free from violence and abuse.
* You’re someone who cares about positive client and customer relations. You build strong relationships, and you deliver effective client and customer-centric solutions.
* You’ve are impeccable decision maker. Your decisions are timely, and they’ll help the organization move forward.
* You value differences, recognizing that different perspectives and cultural diversity make the world a better place to be.
* Your interpersonal skills are on point. You easily relate openly and comfortably with very diverse groups of people.
* You’re resilient, rebounding from setbacks and adversity with both poise and ease.
* You’re resourceful. You know how to secure and deploy resources both effectively and efficiently.
* You’re trustworthy. You gain confidence and the trust of others through integrity and forthright honesty.

**what WE need YOU to do for us**

We need you to fill the role of Safe and Nurturing Families Program Coordinator. This is a PART TIME, NON-EXEMPT position. You’ll wow us by masterfully performing the following key duties and responsibilities:

* Directly responsible for the day-to-day management of the Safe and Nurturing Families grant.
* Oversee all programmatic and administrative aspects to ensure the project’s objectives are met.
* **Communicates effectively** and displays a high level of **resilience** when coordinating with all contracting agencies.
* Employs **resourcefulness**when working with all contracting agencies.
* Work with all contracting agencies to effectively **drive engagement** within their communities and to focus efforts on improving collaborations, parent engagement and excellence.
* Effectively **manages the ambiguity** as it relates to grant implementation with respect to all contracting agencies.
* Oversee the development of the Statement of Work for each programmatic piece **valuing the differences** of each contracting agency.
* Collate monthly program status reports, project updates, and other reporting as required.
* Ensure the adherence to project timelines and quality control baselines.
* Ensure accurate and timely data entry providing oversight, support and/or assistance to data entry staff.
* Maintain contractual records and documents for all Safe and Nurturing Families grant activities.
* Work with the SAFE Futures Director and SAFE finance team to ensure adherence to broader finance requirements including the monthly invoicing process.
* Coordinate all contracting agencies to **ensure accountability** with all grant requirements in order to complete the project.
* Serve as the point of contact for Family Violence Prevention Services Act: Safe and Nurturing Families grant on contractual matters as needed.
* Act as contractual “middleman” between Family Violence Prevention Services Act and the Safe and Nurturing Families grant and all contracting agencies, ensuring timely review of all deliverables.
* Assist in coordinating community collaborative for Safe and Nurturing Families grant. Remain **client focused** when helping to plan and execute community meetings and trainings.
* Be consistently above board, beyond reproach and trustworthy when handling confidential victim information and data.
* Collaborates as part of a team across contracting agencies and**instills trust** in direct relation to all contracting agencies of the Safe and Nurturing Families grant. **Drives engagement** of contracting agencies involved in Safe and Nurturing Families grant within the larger context of this grant so that communication happens between partnering agencies consistently.
* Maintains relationships with contracting agencies to support the work of the Safe and Nurturing Families. By utilizing appropriate **interpersonal skills**, ensures that Safe and Nurturing Families grant is cooperatively planned, implemented, operated and evaluated.
* Responsible for ensuring that all contracting agencies are operating within the Safe and Nurturing Families grant and budget; ensures **decision quality** around the use of the funds for specific projects within the Safe and Nurturing Families grant.
* Other duties as assigned.

**to be successful in this role, WE’LL need YOU to**

* Possess a Bachelor’s degree, relevant degree in higher education given preference, and at least five years’ experience in implementing similar Social Service contracts.
* Education & Experience: Bachelor’s degree, relevant degree in higher education given preference, and at least five years’ experience in implementing similar Social Service contracts.
* Must have good organizational skills.
* Must have ability to exercise discretion and use independent judgment.
* Dependability and flexibility.
* Ability to manage large, multi-partner, complex and heavily monitored projects.
* Experience in communicating effectively between and across non-profit agencies.
* Ability to problem-solve effectively in compliance driven environment.
* Exceptional organization and time management skills.
* Relate tactfully, confidently, sensitively and non-judgmentally with partners and collaborators.
* Ability to hold partners and collaborators accountable to contract objectives.
* Ability to write clearly, concisely, and to communicate effectively both orally and in writing.
* Experience in report writing for government funded activities.
* Positive attitude towards work, initiative, personal balance, ability to adapt and work effectively under pressure, a sense of humor.
* Ability to work independently and as a team member.
* Project management experience strongly preferred.
* Valid driver’s license, access to a vehicle, and insurance as a driver.
* Pass all required criminal history background checks (including an FBI fingerprint check), as well as submit to a pre-employment drug screen and TB test.
* Adhere to our Guiding Principles, Mission, Core Competencies and Confidentiality Policy.

**how WE’LL make it worth YOUR while**

* We will pay you an hourly rate of $17.50-$20.00/hour
* We understand that you have commitments outside of the workplace, and we’ll do our very best to offer you some flexibility in your work schedule.
* We’ll offer you discounted day care for your kiddos at one of our two onsite day care centers, as enrollment allows.
* We’ll provide you with an amazing work environment where you’ll get to make a difference every day.

**to apply**

* You don’t need to call us, just follow the link below.
* We promise we’ll get in touch with you by phone or email.
* Here’s the link to apply: <http://jobs.safeaustin.org/apply/AEIalvC3Ba/Safe-And-Nurturing-Families-Program-Coordinator?source=TNOYS>