



PROGRAM COORDINATOR /Full-time

The key role of the Program Coordinator is to plan and carry out in collaboration with the Program Specialists the activities of the program. This individual ensures that the program runs smoothly and that the program is carried out with quality and is consistent with the organizations goals, youth development strategy, policies and mission.

Position & Job Details*:

Creates monthly calendar of activities, event postings, flyers and distributes accordingly.	Create and implement in collaboration with Program Specialists the activities that make up the LYC program using a framework provided.
Works closely with our social media manager to keep our website and social media sites current.	Monitor the quality of the LYC program, the progress of our program goals, the trends, the impact & ensure it runs smoothly.
Makes purchase orders for program supplies, picks up Maui Food Bank orders and maintains inventory of program supplies and equipment.	Collaborates closely with the Executive Director and other community organizations, to plan and carry out; fundraisers, service projects, activities and outreach events.
Answers phone calls, timely responds to emails, inputs and maintains program statistics.	Supervises and works directly with youth members, program specialists, aides and volunteers.
* This is not intended to be an all-inclusive list of job tasks; but rather a list of the key day-to-day duties associated with this position.	

Minimum Qualifications:

- High School Diploma or equivalent (candidates with an Associates/Bachelors Degree preferred).
- Proficient in Microsoft Excel and Mac Operating Systems.
- Three-years experience working with youth in a professional setting.
- Three-years clerical experience that includes supervision, organization, coordination, and performance of duties at a responsible level.
- Able to work flexible hours and days.
- Able to stand for long periods of time.
- Ability and desire to work with youth, including “at-risk” youth.
- Ability to communicate and work effectively with others.
- Possess a current CPR/First Aid Certificate (or obtain one within 90 days of employment).

How to Apply:

- 1) Download an application online at <http://www.lanaiyouthcenter.org/careeropportunities.html>
- 2) Email your Resume & Completed LYC Application by **Monday, October 7, 2019** to nancy@lanaiyc.org.

For more information please call (808) 565-7675.