



WEST VALLEY
COMMUNITY
SERVICES, INC

JOB DESCRIPTION

PROGRAM SPECIALIST

STATUS: Non-Exempt
HOURS: .5 FTE (20 hour week)
REPORTS TO: Program Director, Family Resources Program
SALARY: DOE
DESCRIPTION: The Program Coordinator will plan, organize and provide administrative support for parent workshops, the South West partnership and fulfill requirements as stipulated under our contract with FIRST 5 Santa Clara County.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Plan and establish goals and objectives for parent workshops with respect to budgets, speakers, facilities, logistical requirements, research-based curriculum, and other related issues.
2. Attend FIRST 5 Community Learning Trainings and lead/conduct workshops and presentations on these trainings.
3. Develop and conduct needs assessment, participation and program evaluations.
4. Design and prepare various marketing materials, to include brochures and flyers.
5. Attend meetings as necessary.
6. Meet and collaborate with other FIRST 5 funded agencies in the South West and other regions in the County.
7. Assist in and contribute to the planning, coordination, development, and implementation of the South West Partnership, and WVCS Lead Agency role.
8. Maintain updated database of resources and information.
9. Participate in community outreach events.
10. Work occasional weekends and non-traditional hours.
11. Performs miscellaneous agency and job related duties as assigned.

MINIMUM QUALIFICATIONS:

- Four-year college degree or AA degree with three years of relevant experience
- Demonstrate ability to empathize and communicate comfortably with people of diverse backgrounds
- Skill in organizing resources and establishing priorities.
- Knowledge and understanding of meeting and event planning principles, requirements, procedures, and available resources.
- Excellent verbal, written, and presentation skills
- Able to work independently with minimal supervision
- Demonstrate proficiency in MS Word, Excel, PowerPoint, Adobe PageMaker, and Internet usage
- Willingness to embrace the mission and goals of West Valley Community Services
- Valid California driver's license and insured automobile.
- One or more of the following highly desirable:
 - Bilingual and/or bicultural
 - Knowledge of child development and parenting needs/issues

Mail or Email Cover Letter and Resume to:

Victoria Yang, Director of Operations

EMAIL: vickiy@wvcommunityservices.org

[Please indicate "Program Coordinator" in the subject line of the email]

FAX : (408) 366-6090

DEADLINE: Open Until Filled