

Program Coordinator



DuPage Senior Citizens Council

Providing Meals and More...

1990 Springer Drive
Lombard, IL 60148
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dupageseniorcouncil.org

Position:	Program Coordinator
Position Type:	Full – Time (Exempt) w/Benefit package
Supervisor:	Executive Director
Position Scope:	Seeking a full time individual to manage and coordinate our agency's programs and services available for older adults in DuPage and Kane County. An ideal candidate would be a highly organized multi-tasker, a team leader, and have administrative management experience. This position works collaboratively with the Executive Director and Senior Staff and serves as a primary liaison for our programs/services.

Responsibilities/Tasks:

- Provide intra-agency coordination of DSCC/KSC's programs and services.
- Monitor program/service performance, prepare reports, and participate in budget and strategic planning process.
- Manage and provide oversight of DSCC/KSC orientation and training programs for program staff and program volunteers.
- Serve as the primary program liaison to agency's Key Stakeholders (DuPage County Senior Services, Senior Services Associates – Kane, Northeastern Illinois Agency on Aging).
- Work collaboratively with DSCC/KSC Staff to manage sponsored health related presentations for senior clients; outreach activities including senior fairs, Chamber of Commerce meetings, speaking requests, etc.
- Manage and maintain college intern program.
- Provide oversight and manage agency pilot programs.
- Work collaboratively and support agency Development, Administrative and Financial departments.
- Perform other duties which may be assigned to support the agency's mission.

Qualifications/Skills Desired:

- Bachelor's degree or equivalent work experience in a related field of study; Master's preferred.
- Minimum of 4 years of applicable social service experience.
- Experience working with tight time frames and quick decision making in a fast-paced environment
- Supervisory/management experience a must.
- Ability to work with, empower and motivate team members.
- Outstanding verbal and written communication skills and knowledge of current technology.

To Apply: Email a PDF résumé, cover letter and references to Marilyn Krolak at marylin.krolak@dupageseniorcouncil.org

Hiring Policy: The DuPage Senior Citizens Council considers applicants for all positions without regard to gender, race, color, religion, age, national origin, ancestry, disability, political affiliation, marital status, sexual orientation, or any other legally protected status.

The DuPage Senior Citizens Council/Kane Senior Council is a 501 (c)(3) not-for-profit agency that advocates for, delivers, monitors, and coordinates with community partners a variety of services that promote the independence, wellbeing, and security of seniors in DuPage and Kane County.
