

JOB POSTING

Cherry Hill Strong was established in 2021 as the neighborhood's community quarterback organization; charged with engaging the community, coordinating efforts and investments across the Purpose Built Communities' four pillars: Education, Community Wellness, Economic Vitality, and Housing. We partner with Cherry Hill residents and community leaders to ensure collaboration among partners, build in mechanisms for meaningful community feedback, and accountability towards achieving the community's long-term goals.

Job Title: Program Coordinator

Part/Full-Time: Full-Time

Job Reports to (title): Sr. Program Manager

FLSA (Exempt/Non-Exempt): Exempt

Date Issued/Revised: August 2025

Location: Hybrid Office/Community/Remote

Starting Wage Range: \$50,000 - \$55,000

Benefits: 15 days PTO, Medical, Dental, Vision, Life, Short- and Long-Term Disability, 401(k) Plan with match

GENERAL PURPOSE OF JOB

Support programs and administrative operations with various tasks of program development, community organizing and outreach, program design, case management, grant writing and research, scribing drafts, technology support, webinars, workshops, event planning and support, program monitoring and evaluation.

Each Coordinator may be assigned to one or more organizational pillars, to varying degrees:

Housing – enhancing participants' access to high-quality and affordable housing

Community Wellness – promoting healthy lifestyles, economic opportunity, and community safety

Education – improving quality in local public education

Economic Vitality – expanding community-owned retail, workforce development, and fresh food access

ESSENTIAL FUNCTIONS

Program development, management, community outreach, program monitoring and evaluation:

- Provide hands-on case management, providing direct services to participants, such as conducting intake assessments, developing individualized service plans, and connecting clients to necessary resources and support services.
- Work extensively in the field with people who live in Cherry Hill, partners, staff, and various stakeholders to promote alignment, collaboration, and progress toward shared goals (example: support of Education pillar includes taking direction from the external Education Program Director and working with school staff, students, and families)
- Ensure structure, compliance, and activities of programs and events align with the mission and strategic direction of the program.
- Develop creative activities and programs to support the organization's mission, increase participant interest, retention and membership.
- Develop program plans, surveys, meeting agendas; facilitate meetings, facilitate dissemination of action items, then follow up with team members, supervisors and volunteers to monitor progress and completion.
- Develop content that can be repurposed for grant applications, reports, brochures, presentations, programming and marketing needs.
- Coordinate with team, partners and volunteers to establish roles, mutual objectives, proposal development, evaluation, and developing SMART goals for all programs and activity events.

- Act as a department or company representative to business partners, stakeholders, and the public as tasked by managerial staff; communicate with participants and stakeholders to gain community support and input in the improvement and success of programs.
- Retain and extend network of partners to recruit participants (i.e., schools, churches, and non-profit organizations.)

Grant Support and Data Monitoring:

- Verify accuracy of data program process, grant expectations and program delivery
- Prepare content for reports and grant applications as requested
- Complete research, pre-assessment inquiries and analysis of various grants. Create opportunities that align with the mission of the organization and to fund and/or supplement programs' strategic goals and desires.

Event Planning and Social Media:

- Coordinate with internal and external partners in the planning, staffing, and facilitation of major events and programs.
- Contribute to timely, consistent, and intentional social media messaging for the agency.

Volunteer Management:

- Coordinate recruitment, training, management, and retention of corporate and community volunteers.

QUALIFICATIONS

Technical Qualifications:

- Bachelor's degree (preferably in human services, healthcare administration, organizational development, recreation, or communications) or equivalent experience
- Job requires regular use of personal automobile for local work-related activities in support of programs
- Job requires work outside normal work schedule to accommodate community activities, partner organization events, and other needs

Knowledge, Skills and Abilities:

- Must demonstrate experience in relationship building, leading and/or participating in successful teams, collaborating with others, developing innovative solutions and finalizing multiple projects with multiple or simultaneous deadlines.
- Excellent verbal and written communication skills, strong interpersonal skills, public speaking skills, experience facilitating training others, collaborating with external partners.
- Ability to perform in fast-paced environment. Initiative to work independently with little supervision.
- Working proficiency in Spanish or another second language is a plus.

PHYSICAL DEMANDS

- Work is performed both indoors and in outdoors or ambient air temperature working conditions
- Requires the ability to use computers and other office equipment
- Incumbent may be in one place or move from place to place for extended periods
- Specific vision abilities include close, distance, and color vision, depth perception, and ability to adjust focus
- Speaking, hearing, and understanding English
- Bending, twisting, reaching and lifting up to 40 lbs. may be normal components in completing job duties

Cherry Hill Strong does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, parental status, military service, or other non-job-related factors.