

**Job Title:** Program Coordinator  
**Reports to:** Director of Program Expansion  
**Position Status:** Part-Time/Per Diem

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### **About Empower**

Empower is an international non-profit organization formed in 2013, with a very specific mission - to empower, support, and connect children and young adults ages 5-24 who have experienced the loss of any parent. Empower provides an integrated series of programming featuring year-round EVENTS, such as the annual Mother's Day Retreat, cooking classes, beach parties, and more. Events remind them they are not alone in their grief while our MENTOR PROGRAM offers year-round support from positive role models who can relate to the loss of a parent. All programs and activities are provided at no charge to the family and are available both in-person and virtually. Empower is a non-therapeutic, volunteer-driven, and community-based organization and is currently the only program of its kind in the country.

### **RESPONSIBILITIES:**

The Program Coordinator will support the local Chapter with and report to the Program Director. The Program Coordinator will receive training, support, and over-sight from the Empower as well as the Board of Directors.

### **DUTIES INCLUDE:**

- Complete all duties and tasks below as outlined by the Policies and Procedures Manual and with support/training from the Executive Team at Empower
- Facilitate Meet + Greets with all local enrolled girls + families
- Facilitate Meet + Greets with local prospective volunteer mentors
- Match volunteer mentors with girls and young women in local communities with HQ support
- Monitor mentor matches using Empower CRM
- Adhere to Empower Policies and Procedures Manual for transition procedures at the 1-year mark of each match
- Attend all required trainings, workshops, and educational events - mostly through virtual meetings however some travel to Massachusetts may be required
- Complete all documentation requirements and data entry on a weekly basis/as needed
- Communicate regularly with families/guardians of enrolled girls and young women via phone, in-person, online communication as well as Mentor Program Check-Ins to gather data and ensure a safe and successful match
- Report all required data to Empower Executive Team
- As enrollment increases, create and facilitate a volunteer Mentor Committee for intake and mentormatching support in your local area
- Create a strategic plan with HQ for outreach in your community
- Attend Mentor Meetings virtually, as needed
- Attend Empower **EVENTS** where applicable
- Support Empower Executive Team events in local volunteer appreciation activities and gatherings for program participants (i.e. holiday party for volunteers and committee members)
- Create connections and a network of free or discounted local community resources to support enrolled girls and young women as needed
- Attend fundraising events and networking functions as needed to support local Empower Cities
- Other duties as assigned