PROOF Alliance

Program Coordinator

Founded in 1998, Proof Alliance is a statewide and national leader in preventing prenatal alcohol exposure and improving outcomes for people impacted by fetal alcohol spectrum disorders (FASD). Our motivated and enthusiastic team values community partnerships to maximize our reach in education, research, legal/judicial, healthcare, public policy, and social service sectors. Join us in this meaningful work to support and empower a diverse community of youth and caregivers including foster, adoptive, kinship, and biological families. The Program Coordinator brings the mission to life by coordinating engaging, educational, and fun events for the FASD community.

WORK STATUS: Exempt, Full Time, 1.0 FTE

SALARY $45,000- $50,000 annually, paid bi-monthly

LOCATION: This position is located in St. Paul, Minnesota. Proof Alliance values a flexible, hybrid environment with time spent in the office and remote, depending on the position requirements. In-person programming and events are typically in St. Paul, and periodic statewide travel may be required. Some evenings and weekends may also be required (event based).

REPORTING STRUCTURE: This position reports to the Youth and Family Manager and is a key member of the youth and family program team.

PRIMARY DUTIES AND RESPONSIBILITIES: As a Program Coordinator your key role is to plan events that unite youth, caregivers, and the broader community. Your focus is on engaging stakeholders, volunteers, and community partners to support our mission. An ideal candidate excels in multitasking, relationship building, and is adept at working independently and collaboratively to establish connections with new partners.

Program Event Coordination
- Plan and organize support-focused events, family social/recreational events, retreats, and the annual Proof Alliance Caregiver Conference in collaboration with the youth and family department.
- Collaborate on venue selection, vendor bids, logistics, and budgets tracking.
- Enhance event impact through collaboration with internal and external partners.
- Ensure events align with the brand, coordinate promotional efforts, evaluate success, and make recommendations for improvement.
- Work in a cross-functional approach and collaborate with program team members.

Program Training Event Coordination
- Plan and schedule large scale in-person and virtual training events in collaboration with the training department.
- Enhance impact and reach of training events through collaboration with communications teams and external partners.

Program Volunteer Coordination

- Help advance volunteer-powered program delivery by growing the recruitment, engagement, mobilization, management, and appreciation of community volunteers across program areas.
- Coordinate volunteer efforts across program areas and implement projects.
- Work with staff and partners to identify and implement volunteer projects that advance the organization and engage community volunteers.

- Serve as a liaison for volunteer recruitment, relationship-building, and logistical coordination like speaking engagements and recognition.
- Collaborate with external volunteer organizations to creatively engage a diverse pool of volunteers.

QUALIFICATIONS:
- Bachelor's degree in a related field or equivalent experience.
- 3+ years of experience of program coordination in nonprofit, healthcare, social services, or similar sector.
- Strong organizational skills, attention to detail, and strategic event planning ability.
- Experience mobilizing and coordinating volunteers and community partners.
- Excellent verbal and written communications skills.
- Demonstrated success in creating and managing excel spreadsheets, planning tools, and ability to work within a target budget.
- Strong knowledge of local resources, venues/vendors, and community partners.

ADDITIONAL INFORMATION: Proof Alliance is committed to creating a diverse and inclusive workplace. We offer a comprehensive benefits package that includes generous time off, medical & dental insurance, short- and long-term disability, life insurance and an IRA match. Proof Alliance is an equal opportunity employer, and we encourage candidates of all backgrounds to apply. The selected candidate will need to pass a standard background check and provide legal authorization to work in the United States, including providing required valid documents for Employment Eligibility Verification (I-9 form).

HOW TO APPLY: Please email a resume and cover letter to **humanresources@proofalliance.org**.