

Community Program Coordinator - Los Angeles & Orange Counties

The Community Program Coordinator represents and delivers Starlight programs in a designated market(s). Develops resources and promotes awareness among potential clients in order to implement Starlight programs. Community Program Coordinators lead Starlight family activities in key markets. The Community Program Coordinator is a key member of our team, supporting all efforts to serve more families with seriously ill children throughout the market. In addition, the Community Program Coordinator supports the annual revenue goals of the Region. This full-time position reports directly to the Region Management Team.

Responsibilities

1. Recruit families to the Great Escapes program by cultivating relationships with staff at local disease based organizations, hospitals, etc.
2. Resource development: develop prospects and solicitation for inkind and cash donations to meet annual revenue goals, in collaboration with other Community Program Coordinators and the Region Team.
3. Conduct an established number of Great Escapes family activities throughout the year that meet the organization's standards and provide a wide range of social and cultural opportunities for Starlight families.
4. Follow specific donor instructions and reporting requirements for all activities, including those sponsored by local, national or global corporations, foundations, individuals and community organizations.
5. Recruit, train, support and recognize a corps of volunteers who assist with program and/or fundraising activities.
6. Community Relations: speaking engagements, local program presentations, media relations/outreach as assigned. Collaborate with Region Team to plan coverage of program activities in print, broadcast and new media, including coverage in all Starlight social networks.
7. Assist Region Team in meeting annual objectives for new sources of funding and in-kind donations. This includes revenue and inkind donations from 3rd party events, individuals, corporations, and foundations.
8. Work with Region Team to insure that local program and fundraising efforts, including turn-key events, are consistent with the organization's overall goals and direction and all activities and reporting adhere to Global Office financial guidelines.
9. Other duties as assigned.

Qualifications

1. Bachelor's degree preferred
2. Experience in organizing and implementing events for children and/or families is preferred.
3. Proven ability to solicit program support; discounts, in-kind and financial support.
4. Ability to effectively recruit, train, utilize and support a diverse corps of volunteers.
5. Ability to work independently and support a collaborative team environment.
6. Ability to use diplomacy and respect confidentiality in sensitive situations.
7. Flexible and willing to work weekends.
8. Excellent communication, organizational, leadership and multi-tasking skills.
9. Proficient with Internet, Microsoft Word, Excel, Outlook, PowerPoint and other intermediate computer programs.
10. Ability to lift 20 lbs., valid driver's license and regular access to a vehicle.
11. Bilingual preferred.

Starlight is an Equal Opportunity Employer and encourages applications from all sectors of the community.

Interested applicants will please provide a cover letter, resume and 3 references to jobs@starlight.org