



## **Program Coordinator Job Description**

### **Reports To:**

Managing Director

Good Grief of Northwest Ohio is seeking a Program Coordinator to join our dedicated team. This role is essential to our small but mighty staff, where we strive for excellence in everything we do and every team member makes a meaningful impact.

We are curious, fun, occasionally intense, and deeply committed to supporting grieving young people with respect and care. Our school programs provide a unique space for students to process their grief in a compassionate and nonjudgmental environment.

### **Duties and Responsibilities:**

Working with school counselors or social workers, coordinates and facilitates school-based grief support programs.

- Contact schools to share GGNWO information and resources.
- Meets with school counselors to determine the feasibility of a school-based support group in their school.
- Ensures all necessary agreements and information forms are completed before the first group session.
- Collects and maintains data files for each school group.
- Provides outreach to schools in crisis, offering support as needed and appropriate.
- Ensuring all set-up and clean-up work is completed, and all meeting supplies are available and replenished as needed.
- Ensures child safety policies, emergency procedures, and building safety policies are always followed.
- Participates in the organization's strategic planning and establishment of goals and objectives, including recommendations for new program development.
- Continually works as part of the team, fostering mutual respect and trust.
- Assists in making presentations to community groups, teachers, physicians, and others about Good Grief and children's grief issues.
- Attends monthly Program Committee meetings.
- Participate in regular team check-in meetings with the managing director and other staff.

## **REQUIREMENTS & QUALIFICATIONS**

**Education:** Degree in Counseling, Social Work, or related field preferred.

- **Experience:** Group facilitation experience, grief or bereavement support, experience with art and/or play therapies, experience working with children and teens, experience with under resourced communities of color.

### **Specific Skills:**

- Maintains a high level of confidentiality, integrity, and professionalism.
- Good time management skills and ability to prioritize workflow.
- Strong communication skills including spelling and grammar, and first-class phone and people skills.
- Is a careful steward of funds when purchasing needed items and when managing expenses for activities.
- Creativity and innovation in recognizing areas of improvement, problem solving, and increased efficiency.
- Care and compassion for bereaved young people and their families.

### **Benefits & Compensation:**

- 20/30 hours per week \$30 per hour
- Schedule flexibility.
- Wellness stipend – Paid Quarterly
- Bereavement training and resources.
- Paid holidays and paid time off.

**Working Conditions:** Local travel (personal vehicle) required, some evening and occasional weekend hours required.