

The Contingent
Job Announcement
Project Coordinator
Thriving Families Community Prevention (TFCP)

Opportunity Summary:

Do you love program management and the detailed work that goes along with it? Do you excel in creative thinking, building and problem solving? Do you have a continual growth mindset to develop processes and to create program efficiencies? Do you have the ability to work collaboratively with community members, government partners and stakeholders?

If you read this position description and are filled with a wholehearted, "YES! I'm in!" We would love to hear from you!

We are seeking a highly motivated and experienced Program Coordinator to lead the execution of a grant focused on improving child welfare policies in the McAlmont, Rose City, and Pike neighborhoods of North Little Rock, AR. As the Program Coordinator, you will play a crucial role in coordinating and implementing strategies to enhance the well-being of children and families in these communities.

Duties and Responsibilities

- Develop a comprehensive program plan in partnership with the Executive Director, outlining specific objectives, activities, timelines, and desired outcomes for the grant project.
- Collaborate with community stakeholders, government agencies, and partner organizations to ensure a cohesive and integrated approach to policy improvement.
- Oversee the day-to-day operations of the grant project, including resource allocation, scheduling, and progress tracking.
- Prepare regular reports for funders, stakeholders, and the organization's leadership, showcasing progress, achievements, and challenges.

Education and Experience:

Bachelor's degree in Social Work, Public Administration, Public Policy, or a related field.

- 3+ years of experience in project management, preferably in the context of child welfare, community development, or social services.
- Knowledge of child welfare policies, best practices, and current issues related to child and family well-being.
- Familiarity with North Little Rock, AR, and the specific challenges faced by the McAlmont, Rose City, and Pike neighborhoods is a plus

Knowledge, Skills, and Abilities:

- Strong leadership and team management skills, with a track record of successfully leading and motivating teams to achieve goals.
- Effective communication skills, both written and verbal, with the ability to engage diverse stakeholders.
- Data-driven mindset, experienced in conducting needs assessments, program evaluation, and data analysis.
- Experience working with project management tools and other software, preferably Asana.
- The capability of handling ambiguity and driving the work autonomously.

- The ability to work independently and cooperatively in a diverse, perpetually changing environment, while maintaining a calm and positive spirit

Personal Qualifications:

- Commitment to the mission of The Contingent, including [Every Child](#), and [The Script](#).
- Possess cultural and emotional intelligence and an ability to work with a diverse group of leaders
- Ability to articulate a position on the importance of the faith community engaging vulnerable children, youth, and families. Demonstrates a passion for operational, technical, and customer experience excellence
- Deep commitment to serving vulnerable kids and families and those in government who work with them

Employment Terms:

- Full Time (40hrs) exempt annual salary offered at a range \$40,600 - \$47,400 (estimated total compensation \$51,000 – 61,000)
- Comprehensive benefits including premium medical, vision, and dental insurance (covered 100% for employee and partially (80%) for spouse and/or dependents) generous paid holiday, vacation, sick, personal, and parental leave
- This position is in Little Rock, Arkansas
- The Contingent has a flexible work model that supports a blend of in-office, remote and on-the-go workers
- We have team members located in multiple time zones. To facilitate collaboration, core hours for this position are 9-2 pm PST (6- 11 am HST, 11–4 pm CST, 12-5 pm EST).
- This position will be expected to work within The Contingent's hybrid work policy (2-3 days in the office, 2-3 days from home)
- The Contingent is in a position to model other-centered love in action. This is our primary driver. We accept our leadership responsibility to one another. As of October 1, 2021, The Contingent requires all employees to be vaccinated.
- Legally eligible to work in the United States

Anticipated Start Date:

November 27, 2023 (or sooner)

Screening of applicant materials will begin immediately, and applications will be accepted until the position is filled.

Application Procedure:

Those interested in this position must submit the following:

1. Letter of interest (Please include how you heard about the position)
2. Resume
3. Three references including:
 - o First and Last name
 - o Role
 - o A brief description of their relationship to you
 - o Contact Information (email + phone number where they may be reached)

Application materials should be emailed with a subject line containing "Program Coordinator, TFCP" to hiring@thecontingent.org



*****"Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At The Contingent we are dedicated to building a diverse, inclusive, and authentic workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles."***

All employment at The Contingent is "at will" and may be terminated by either the employee or the employer at any time for any reason, with or without cause, with or without prior notice or warning. Equal employment opportunity and having a diverse staff are fundamental principles of The Contingent. Upon hire, the employee agrees to undergo a 90-day probationary period, which provides additional structure, scheduled check in meetings and opportunities to receive and give feedback to and from the employer.

Equal Opportunity Employer

thecontingent.org