



Position Announcement: Program and Training Coordinator

About Perinatal Support Washington

Perinatal Support WA is a statewide non-profit serving Washington families since 1989. Our core programs include our Warm Line- a call in phone line that serves families experiencing perinatal mental health complications; free and low-cost new parent support groups; training for health care providers; and education and advocacy. Our vision: A day when postpartum depression and other perinatal mood and anxiety disorders are comfortably discussed and effectively treated as a standard of care for all families.

Perinatal Support WA is an Equal Opportunity Employer. People of color, queer, gay, lesbian and/or bisexual people, transgender, genderqueer and/or non-binary folks are encouraged to apply. Some heavy lifting and physical labor is required during special events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Program Coordinator Job Description

The Program Coordinator will be an important part of our small 2-3 person staff. PS-WA is currently in a period of growth and change. An ideal candidate will be able to manage a fast-paced program, be highly organized, detail oriented, and able to work independently with direction. At this time Perinatal Support WA does not have an administrative office, work is done remotely and the schedule is very flexible. PC is required to attend weekly staff meetings in person (or via video conference). This position may be open to candidates who do not live in Seattle, however in-person attendance at events in Seattle will be required throughout the year. As our organization grows we may ask the Program Coordinator to work in an office setting.

Program Coordination Duties

The Program Coordinator is responsible for providing support to all programs and works closely with Program Manager and Director on most projects. The Program Coordinator will be responsible for the following tasks:

Professional Trainings and Event Management

PS-WA has a robust training program in 2019. As part of the team, the PC will work closely with Program Manager to ensure a successful and smooth training program. Tasks may change as needs arise.

- Set up and monitoring online registration, locating and booking venues, managing catering, organizing training supplies, and managing travel arrangements for out of town trainings.
- Work with PM to ensure continuing education credits are secured for each training- including managing online surveys, data collection, and reporting to CEU organizations after trainings.

- Coordination with venue regarding AV requests, room rentals, and supplies as needed.

Publication/Mailing Management

- Manage all aspects of publications to ensure efficient and cost-effective program.
- Respond to phone and email requests in a timely manner
- Track mailings and manage inventory

Membership

- Manage member profiles on the website and ensure they are kept up to date
- Send membership packets to new members

Fundraising and donor management

- Log and track all donor information and send tax ID letters
- Assist PM and Director in fundraising events throughout the year including coordinating event logistics for in-person events and coordinating and sending email and mail fundraising campaigns.

Outreach and Communications

- Assist in bi-monthly newsletter publication including- compiling articles, coordinating with writers, uploading newsletter content to the website, and all deadlines are met.
- Outreach throughout the state to promote trainings, support groups, and to increase awareness of services available to families.

Requirements

- Attend weekly staff meeting in Seattle (in person preferred, open to virtual attendance for the right candidate).
- Use of a personal laptop and phone
- Be able to telecommute
- Some travel, evening and weekend availability required for events and trainings.

Qualifications

- Two years or more of program coordination, or similar.
- Ability to work independently with little supervision
- Strong communication and written skills
- Strong attention to detail and ability to manage long term projects
- Passion for and commitment to the mission of Perinatal Support WA
- Aptitude for solving problems with creativity and resourcefulness
- Proficiency with Microsoft Office- Excel, Word, Google Apps, and social media
- Basic WordPress skills or comfort with learning.
- Language other than English highly desirable.

Perinatal Support WA is a parent-friendly workplace, with very flexible work schedule. There is ample opportunity for professional growth and training in perinatal mental health.

Part-time \$20 per hour/25 hours per week. Paid sick leave. Not benefit eligible.

To apply, send a resume and cover letter to Mia Edidin at Mia.Edidin@perinatalsupport.org with "Program Coordinator" in the subject line. Applications received before Feb 11, 2019, will be prioritized.