



PERINATAL SUPPORT WASHINGTON

Position Announcement: Program Support Coordinator

About the Organization

[Perinatal Support Washington](#) (PS-WA) is a statewide non-profit committed to shining a light on perinatal mental health to support all families and communities. Our vision: All parents receive appropriate, timely, and culturally relevant care during the perinatal period.

Our core programs include a Warm Line that serves families experiencing perinatal mental health complications, free and low-cost new parent support groups, training and consultation for health care providers, and education and advocacy.

Perinatal Support Washington is a parent-friendly workplace with a flexible work schedule.

About the Position

The Program Support Coordinator reports to the Clinical Director and supports PS-WA's mission by coordinating programmatic and operational tasks and supporting program staff and leadership. This is a part time, hourly position, approximately 15-22 hours per week, with occasional evening and weekend work required with advance notice.

The Program Support Coordinator will be an important part of our small staff. PS-WA is currently in a period of growth and change. An ideal candidate will be a warm, enthusiastic, collaborative professional who enjoys handling many tasks at one time and is highly adaptive to change, with a strong orientation to detail and ability to work independently with direction.

PS-WA does not currently have an administrative office. Work is done remotely and the schedule is flexible. The Program Support Coordinator is required to attend weekly staff meetings in person in Seattle or via video conference. This position may be open to candidates who do not live in Seattle, however in-person attendance at Seattle events will be required periodically. As our organization grows, we may ask the Program Support Coordinator to work in an office setting.

Core Functions

Training Support

- Events and Trainings: Create and manage online registration, organize supplies and printed materials, send reminders and follow up emails. (When back in person- locate and book venues, coordinate catering and AV, manage travel arrangements for trainers)
- Work with the Program Manager to ensure continuing education credits are secured for each training, including creating training evaluations, inputting evaluation into an online survey platform (survey monkey), tracking attendance, and sending out CEU certificates.

- Training correspondence with attendees before and after the training.
- Download recordings, upload to Youtube and to PS-WA website.
- Manage all aspects of publications and mailings to ensure an efficient and cost-effective program; track mailings and manage inventory. This requires going to the post office and storing materials for mailing.

Program Support

- Support Program Manager in outreach throughout the state to promote programs and increase awareness of services available to families.
- Assist project leads with support as needed with administrative tasks.
- Social media updates and posting for trainings and events such as creating FB events, sharing to PS-WA social media pages.

Member & Donor Management Support

- Send membership packets to new and renewing members. Mail and email.
- Update database with membership details, ensuring data is accurate
- Assist staff in fundraising events throughout the year including coordinating event logistics for in-person events.

Operations Coordination

- Work with the Program Manager to ensure website updates are completed.
- Support organization with research on new systems as needs arise.

Requirements

- Attend weekly staff meeting in Seattle (in person or via video conference)
- Use of a personal laptop and phone
- Be able to telecommute
- Evening and weekend availability required for events and trainings, periodically with notice. .

Qualifications

- Two years or more of program support or similar experience
- Ability to work independently with little supervision
- Strong communication and written skills
- Strong attention to detail
- Passion for and commitment to the mission of Perinatal Support Washington and supporting parents
- Aptitude for solving problems with creativity and resourcefulness
- Proficiency with Microsoft Office, Google Apps, and social media, zoom
- Basic WordPress skills or comfort with learning
- Comfort with learning new technology such as databases, case management software, etc with training.
- Language other than English highly desirable

Compensation and Benefits

Perinatal Support Washington provides ample opportunity for professional growth and training in perinatal mental health. Salary is \$21 per hour.

Application Instructions

To apply, please send a resume and cover letter to info@perinatalsupport.org with "Program Support Coordinator" in the subject line. Applications received by Feb 10th will be prioritized. Interviews will begin in mid February.

Perinatal Support Washington is an Equal Opportunity Employer. People of color, of any sexual orientation or gender identity, from under-represented communities, and people with diverse life experiences 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.