



Position Announcement: Program Support Coordinator (Full-Time)

About the Organization

[Perinatal Support Washington](#) (PS-WA) supports the emotional wellbeing of people preconception through postpartum (up to 2 years) who are at risk or currently experiencing mental health needs. As a statewide nonprofit dedicated to perinatal mental health, we believe all parents should receive appropriate, timely, and culturally relevant care.

Our direct service programs are designed to provide specialized perinatal mental health services so that no parent goes without the mental health support they deserve. We offer short term and long term peer support, clinical therapy, support groups, and more. PS-WA is committed to making our care system stronger; we have a robust training and consultation program for professionals to fill the gaps in care for parents and help re-envision what the perinatal mental health field could be. (Learn more about our organizational priorities by viewing our [2025 Strategic Plan](#) and [Theory of Change](#).)

About the Position

The Program Support Coordinator provides integral support to program staff and organizational leadership. The coordinator will be an important part of our team supporting PS-WA's Parent Resilience Program and organization-wide operations, with a wide-reaching impact across key functions including administrative support, program development and reporting, community outreach, and finances.

We are looking to add members to our team who are excited to be a part of our mission and growth! We value talents as much as training, lived experience as much as education. If you see yourself in this role, we strongly encourage you to apply. We offer professional development and on the job learning and support.

Ideal Candidates

This is a unique opportunity to join a team providing culturally-matched services as peers in an administrative capacity. As such, ideal candidates' lives align with those of our families we serve.

Ideal candidates are those with aptitude for problem-solving, who value data as a storytelling tool, and are quick learners. Additionally, they are warm, enthusiastic, collaborative, and professional, enjoying handling many tasks at one time and adaptive to change, with a strong orientation to detail and ability to work independently with direction.

Core Functions

Program Support:

- Support evaluation, reporting, and data collection for grant administration including running monthly reports from our Electronic Health Record (EHR) system
- Support grant tracking and financial reporting
- Maintain and manage streamlined referral process between Parent Resilience Program, partners and other PS-WA programs
- King-County based medicaid therapy referrals



- Provide EHR support including referral audits to ensure clients are all accounted for in appropriate programs, resolving multiple charts, issuing support tickets to resolve system user issues and concerns as they arise, creating new PERC forms and improving workflows.

Administrative tasks:

- Update Wordpress website with program information as needed
- Provide general program and administrative support for PS-WA's PERC team, including updating policy and procedures, managing file systems, creating templates as needed, ordering program supplies and tracking inventory, etc.
- Identify and execute needed administrative tasks as program grows and evolves
- Support hiring and recruitment processes for the PERC team including job postings, candidate outreach, and applicant tracking and onboarding/offboarding
- CEU applications, social media outreach, application tracking and website updating for PERC trainings

Resources and Networking:

- PS-WA Directory management- Respond to new inquiries, correspondence with directory listings, recruit new providers with focus on BIPOC professionals
- Support outreach and community partnership development to increase awareness of services available to families, including distribution of materials, newsletter content, community meetings, and social media updates
- Support ongoing development of parent-facing resources, events and groups to ensure high quality, culturally-relevant programming for participants
- Resource and referral guide management

Minimum Requirements

- Passion for and commitment to the mission of Perinatal Support Washington
- Commitment to racial, social and economic justice
- Two years or more of program or administrative support or similar experience
- Proficiency with Microsoft Office, Excel, Google Workspace and Zoom
- Comfort working in spreadsheets (Excel) and detailed data
- Comfort and confidence learning, developing, and managing new technology such as databases, accounting and case management software
- Evening and weekend availability required for events and trainings, periodically with prior notice
- Detail oriented with excellent organizational skills
- Ability to multitask to address multiple, competing priorities
- Strong communication, written and personal skills
- Aptitude for solving problems with creativity and resourcefulness
- Ability to work independently with little supervision
- Ability to telecommute (laptop and hotspot provided)

Desired Qualifications

- Proficiency in Spanish/English
- Authentic experience, cultural connections, and ability to support team providing culturally-matched care within Parent Resilience Program's identified communities

Compensation and Benefits

Perinatal Support Washington provides ample opportunity for professional growth and training in perinatal mental health. Starting salary for this full-time position is \$58,260 at 40 hours a week, equivalent to \$28.01 per hour, plus benefits.

PTO (combined vacation and sick time) is prorated based on start date; a 40-hour per week employee receives 200 hours or 25 days annually. PS-WA observes 15 holidays, including 2 floating.

Reimbursement up to the monthly (QSEHRA) maximum is provided for qualified health, dental, or vision insurance, or to cover medical expenses like doctor visits, prescriptions, glasses, or even sunscreen. Employees are eligible for different monthly benefit allowances, depending on family status. For those single with no dependents, an employee can be reimbursed up to \$ 512.50/month (\$6,150/year). For those that are married or have dependents, an employee can be reimbursed up to \$ \$1,037.50/month (\$ 12,450/year). This position is grant funded through 2026 with anticipation of a multi-year extension.

Application Instructions

To apply please send your resume and answer to the following questions to Hiring@perinatalsupport.org with "PERC Coordinator" in the subject line.

- Tell us why you want to work at Perinatal Support Washington. What is it about our mission that speaks to you?
- How will your experience and/or skillset make you a good fit for this position?

Our interviews will begin in July. Applications received before **July 15th** will be prioritized. Our hiring process will include the following steps:

- A short phone screening with Program or Operations Manager (15 mins)
- A panel interview with existing staff (*We will provide interview questions in advance for your preparation)
- Reference checks on desired applicants
- Notice to chosen applicants and offering position
- Notice to all other applicants

Position start date: Fall 2024

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.