



Position Description

Title: Project Coordinator

Organization: Coalition Against Poverty in Suffolk, Inc.

Employment Type: Volunteer position

Time Commitment: 10 -15 hours per month

Summary of Position:

The Project Coordinator acts as a bridge between CAPS clients and the community of member churches. When the client has need of physical assistance (home, auto, movement.) the Project Coordinator reaches out to representatives from member churches to find the necessary human resources to meet that need. The Project Coordinator will either personally or by proxy

- Obtain assessment of client needs from staff
- Develop relationships with the representatives from member churches
- Maintain current list of volunteers and coordinates with office volunteer coordinator
- Procure pictures and written descriptions of project for volunteer leader
- Introduce volunteer leader to client and ensure smooth transition
- Follow up with client and volunteer to ensure all parties involved are satisfied with services rendered
 - Report any conflict between client and volunteers
 - Report on how resolved
- Collect feedback on completed projects to ensure continuous improvement of process
- Maintain record of finished projects
 - Year-end reporting
 - Reference for issues that may arise from past projects

Critical Characteristics

- Mature Christian faith, as defined by the Apostles' Creed
- Deep commitment to advocate for vulnerable people
- Demonstrated ability to communicate clearly and effectively both verbally and in writing
- Excellent networker
- Self-starter with strong initiative
- Proactive, flexible, and creative problem solver
- Well organized and pays attention to detail