**JOB DESCRIPTION**

**Job Title: Program Coordinator; Bi-lingual English/Spanish**

**Supervisor: Program Director**

**Employment Status: Exempt**

**Vision Loss Alliance of New Jersey:**

For over 79 years, Vision Loss Alliance of New Jersey has been on the forefront of serving adults with vision loss, teaching them techniques to overcome the challenges they face, and promoting their emotional and physical wellness in a friendly, supportive environment.

**Job purpose:**

The role of the Program Coordinator is to assist the Program Staff with the planning and execution of live and virtual programs and provide support as needed.

**Job status:**

Part-Time: 20 hours per week/hybrid position

Must be 18 years of age or older.

**Required:**

* Bi-lingual and fluent in English & Spanish
* 2-year or 4-year degree preferably in areas of rehabilitation or healthcare

**Preferred:**

* Experience working with adults with disabilities and/or experience facilitating group.
* Proficient computer skills. Familiarity with the Zoom virtual platform.
* A valid NJ Driver’s License

**Essential Duties and Responsibilities:**

* Perform community outreach and awareness.
* Provide virtual program support, including technical assistance with virtual registration, follow-ups as needed, and oversee participation in virtual programs
* Provide on-site support and facilitation of in person classes one day per week
* Conduct surveys and gather feedback for data analysis and program monitoring and evaluation.
* Create awareness of VLANJ programs and low vision rehabilitation services
	+ Perform cold calls to potential referral sources- including physicians and other professionals and providers to introduce them to our organization and services
	+ Facilitate meetings between VLANJ Program leadership and other agencies, organizations, or entities in-person or over the Zoom platform

**Requirements:**

* Ability to work with minimal supervision.
* Demonstrate initiative.
* Ability to prioritize responsibilities.
* Demonstrate a positive attitude and ability to work as part of a team.
* Possess strong organizational and time management skills.
* Capable of handling multiple priorities.
* Possess strong interpersonal skills and ability to communicate effectively with staff, instructors, participants, family members, potential referral sources.
* Possess excellent verbal and written communication skills in English & Spanish.
* Possess effective teaching skills.