



PROGRAM COORDINATOR

Foster City Village (FCV) is a 501(C)(3) non-profit membership and volunteer led organization. Our mission is to enable older adults to continue living joyfully in their homes and community as they age, by providing mobility, practical assistance, easy access to services, social connections and educational opportunities. We also serve as a resource to the community at large by hosting many free events open to the public. Visit www.fostercityvillage.org to learn more about us.

The ideal candidate will be responsible, detail oriented, well organized and willing to take on new projects. Responsibilities will range from coordinating/providing support of grant funded programs, marketing/publicity, and social media, to database management and office communications. The position requires maturity, professionalism, and confidentiality, and will work closely with the Administrative Services Associate. Responsibilities will include:

Program & Events Coordination & Support:

- Prepare program materials and coordinate logistics
- Identify relevant programs
- Provide administrative support to program leader
- Manage guest lists and RSVP

Publicity & Marketing:

- Create flyers, announcements, Save the Dates, invites, etc.
- Design/Update and post event and program promotional material to all social media platforms and local print media
- Design/write/solicit articles for, and produce our bi-monthly newsletter
- Manage Foster City Village website content

General Office & Operations Support:

- Cross train to assist Administrative Services Associate in processing and managing service requests using our software platform, as needed.

Grant & Fundraising Support:

- Manage program budgets relative to relevant grants
- Assist in day of event execution and management
- Ensure follow-up communications are sent to donors/attendees

Qualifications:

- Proficient in Google Suite & Microsoft
- Proficient with social media platforms, Canva or other graphics platform
- Strong skills with data tracking, reports, and databases desired
- Minimum 2 years of professional and/or volunteer experience in related areas
- Comfortable working with older adults and volunteers
- Bachelor's degree preferred, but not required
- Legal to work in the United States and pass background check and screening

This position is hybrid remote, part-time, 20 hours/week.

Some flexibility in work schedule:

- Monday - Thursday, 9am - 1pm, in the office at 1000 E Hillsdale Blvd, Suite 210, Foster City CA, 94404
- Friday 9am – 1pm remote hours

This is a non-benefited position with no paid overtime, vacation, or paid time-off.

APPLICATION PROCESS

This position is Open Until Filled.

Resumes will be reviewed as they are received and interviews scheduled accordingly.

Applicants will not be contacted unless selected for an interview.

Please send your resume and cover letter to: hjmckelvey.fcv@gmail.com, subject line: "Program Coordinator".

No phone calls or email inquiries, please.