



Job Title: Coordinator, Weekend Miracles Program

Position Type: Non-exempt

Reports to: Weekend Miracles Program Manager

Work Location: Los Angeles

Kidsave's Los Angeles Weekend Miracles Program Coordinator will have the opportunity to make a difference in the lives of older foster youth and to help create change in the child welfare system. Kidsave is a small organization that depends heavily on volunteers and partnerships to build replicable programs for moving children into adoptive families and meaningful relationships with trusted adults.

The Program Coordinator will be directly involved in program coordination and communication activities designed to increase the number of families involved in hosting, advocating for and adopting older children growing up in Los Angeles County foster care. The Coordinator will also oversee interns and volunteers. This position involves regular office hours as well as twice monthly evening orientations/program and advocacy trainings, and twice monthly recruitment and advocacy events.

Functional Responsibilities:

Coordinate day-to day operational activities of the Weekend Miracles Program:

- Schedule and facilitate orientations and trainings; respond to inquiries promptly, Maintain participant files, website gallery, photo library, advocacy materials, and tracking.
- Serve as initial primary communicator with interested families. Manage family and volunteer applications and ongoing correspondence. Track family paperwork and training progress through the application process.
- Ensure that weekend family reports are responded to in a timely manner
- Plan, coordinate and implement monthly Weekend Miracles advocacy events, including all logistics.
- Arrange transportation for youth to events. Coordinate with host families, caregivers and youth.
- Complete post-event spreadsheets within 48 hours of each advocacy event.
- Work with communications department on content for website, social media, and updates regarding children participating in the program, including Weekend Miracles events and activities
- Assist in creating, updating and maintaining Kidsave's social media presence, including Facebook, Instagram, LinkedIn and Twitter Assist in planning, writing, designing marketing materials including flyers, graphics, brochures.
- Conduct interviews with Kidsave youth and families and write stories for web, marketing and social media use.
- Organize and maintain files for release forms for Kidsave youth and families

- Write blogposts on Weekend Miracles events and program updates
- Work with host families to pitch stories to local press to help youth find adoptive families.
- Work with program management to coordinate individual youth advocacy efforts, including youth and family stories and photography, preparation for videos, interviews, speaking engagements.
- Work with program management to identify opportunities in the community to recruit hosts, adoptive families and volunteers. Schedule and attend recruitment events.
- Work with program management to ensure that data are collected to enable evaluation and marketing of results
- Supervise Weekend Miracles interns and volunteers
- Schedule and coordinate meetings, conference presentations and travel for program management.
- Participate in fundraising activities necessary to fund programs (e.g. gala, luncheons, golf tournament) and recruitment and child specific advocacy events.

Required Skills:

- Excellent communication (written and verbal) and interpersonal skills
- Strong organizational, supervisory and administrative skills
- Ability to write plans/proposals/consumer-oriented materials and to track data
- Ability to build relationships with and motivate/collaborate with multiple partners, government and private agencies, volunteers, families, children, social workers and staff
- Ability to work collaboratively in a fast-paced Kidsave team environment, across offices and programs.
- Computer literacy: Word, PowerPoint, Excel, Publisher, Access (E Tapestry knowledge a plus)
- Social media literacy: Facebook, Twitter, Instagram

Education/Work Experience:

- Minimum undergraduate degree
- Minimum two years' experience, preferably at least one working with domestic foster care population.
- Experience with African American, Latino and LGBT communities a plus.
- Communications, marketing, event, outreach experience desirable.