



Education and Program Coordinator Job Description

New Canaan CARES is an independent, non-profit community organization whose purpose is to advance the health and well-being of youth and families. CARES provides responsive educational programs that support and strengthen parenting skills, positive youth development, and healthy lifestyles.

The Education and Program Coordinator of New Canaan CARES must be highly organized with solid communications skills, able to identify needs within the New Canaan community and passionate about educating our clientele on a variety of family, health and wellness topics. This is a part-time salaried position, hired by and reporting directly to the Executive Director.

Responsibilities include:

Programs:

- Identify the needs/interests of the youth, parents and community and develop programming with them that aligns with the values and character of CARES.
- Maintain and develop community partnerships
- Work with the appropriate parties to properly vet, select and supervise speakers.
- Manage and facilitate CARES programs.
- Coordinate marketing and public relations activities for programs with the appropriate CARES staff and volunteers.
- Provide monthly program updates to the Board of Directors.

Local Prevention Council:

- Serve as the lead staff member for the Leadership Prevention Council.
- Recruit and manage LPC members.
- Serve as liaison for LPC partners on the local and regional levels.
- Organize and facilitate at least the minimum number of LPC meetings annually.
- Coordinate all activities as required by the LPC grant.
- Report as required by the LPC grant.
- Lead the development and submission of the LPC grant request annually.

Leadership

- Manage CARES leadership programs.
- Manage Leadership mentors.
- Assist in facilitating leadership graduation events.

General:

- Work with other staff members, and provide office coverage as needed.
- Support CARES special events and fundraising activities.

- Serve as a face of CARES in the community.
- Other duties as required to carry out the mission of New Canaan CARES.

Candidate Requirements

- Bachelor's degree
- Background in health and wellness, education, or public health
- Flexible mindset
- Team-oriented
- Self-motivated
- Strong written and verbal communication skills
- Confident technical abilities
- Confident public speaker
- Able to work afternoons, evenings and occasional weekends as needed.