



## URBAN LEAGUE OF BROWARD COUNTY Job Vacancy Posting

### Position Description

**Title:** Program Coordinator  
**Supervisor:** Division Manager  
**Division/Program:** Community Justice/Youth Hate Crime Education & Prevention Program  
**Revision Date:** October 2023

### SUMMARY:

The **Program Coordinator** will be responsible for building or enhancing partnerships and coordination among community-based organizations, justice agencies, educational institutions, houses of worship, and other stakeholder organizations to develop local strategies for education, outreach, prevention, preparedness, and improved responses to hate crimes. This position is primarily responsible for the effective implementation, management and evaluation of specific program areas by performing the duties provided below.

### Core Duties and Responsibilities:

#### Program Management:

- Responsible for program regulations and requirements, goals and objectives, operational and reporting procedures to facilitate adherence to contract parameters.
- Develop local strategies for education, outreach, prevention, preparedness, and improved responses to hate crimes.
- Establish effective outreach, education, and engagement strategies that meet the specific needs of the groups or populations being served.
- Develop comprehensive approaches that expand and enhance strategies—including resources, tools, policies, and procedures—to prevent and respond to hate crimes.
- Develop activities that facilitate dialogue and defuse tensions between groups, and that create a shared sense of empathy and a community environment that will not tolerate hate.
- Establish practices or activities aimed to reduce the frequency and impact of hate speech, hate incidents, and hate crimes.
- Promote trauma-informed services and outreach materials that foster community resiliency and address the specific needs of hate crime victims.
- Implements and manages special projects as assigned.
- Ensures contract compliance and that the project operates within the established contract/grant goals and/or Urban League's goals.
- Develops systems for collecting and evaluating data for policy and program development.
- Meets all performance standards and requirements for program contracts/grants or Urban League of Broward County.
- Serves as liaison to other community based agencies, governmental entities and institutions to further the goals of the Urban League via collaborations and partnerships.
- Researches and advises the immediate supervisor of needs, trends, and issues within program areas and recommends activities and strategies to address them.
- Researches and develops new problem-solving opportunities for agency consideration to respond to needs. (i.e. organizational, program, community)
- Submits required programmatic paperwork, reports and assignments as requested in a timely fashion.
- Reviews and develops a working knowledge of regulations and guidelines that apply to the contract.

- Participates in Urban League of Broward County's special event committees and projects actively.
- Manages and coordinates day-to-day activities of the program and performs direct service as is necessary to meet contract performance.
- Perform other related duties as assigned.

### **Education/Experience and Requirements**

- Bachelor's Degree required in the field of criminal justice, counseling, social work, education, sociology, psychology, or related human service field.
- At minimum, 2 years of direct service case management experience, preferred.
- Detailed knowledge and experience in job related responsibilities.
- Ability to work some evenings and weekends.
- Ability to express ideas clearly in both written and oral communications.
- Proficient in time management to fulfill all tasks in a timely manner adhering to program guidelines and supervisory expectations.
- Ability to work effectively with persons of all ages and diverse backgrounds, skills and abilities.
- Must be computer literate with familiarity utilizing Microsoft Office.
- Must have excellent organizational skills.
- Must have excellent presentation skills.
- Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- Positive and team-oriented attitude.

### **Other**

- Must have a valid Florida driver's license and reliable transportation.
- Must pass drug screening a Level 2 background fingerprinting.

**Submit Cover Letter and Resume to: [HIRING@ULBCFL.ORG](mailto:HIRING@ULBCFL.ORG)**

**THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**