SINGLE MOM SCHOLAR PROGRAM COORDINATOR

The Single Mom Scholar Program Coordinator is a member of the Interfaith Community Services (ICS) Self Sufficiency team and will report directly to the ICS Self Sufficiency Director. This role provides leadership for ICS' Single Mom Scholar efforts to develop stronger pathways to move scholars from crisis to a place of stability and self-sufficiency through the resources of ICS and our myriad of community partners. The ICS Single Mom Scholar Program Coordinator will know how to move someone forward to greater personal development and self-sufficiency. This position will implement and maintain systems and procedures to maximize the work and coordination with other ICS programs, all alongside a fellow SMS Program Coordinator.

Under the general direction of the Self Sufficiency Director, this position is responsible for co-organization of the Single Mom Scholars program to include case management, growth, ongoing implementation, reporting and management of associated volunteers for this program.

All positions at ICS are expected to interact with participants, volunteers, and staff in a professional manner, reflecting ICS’s Core Values Respect, Integrity, Compassion, Collaboration, and Innovation.

Duties and Responsibilities:

Program management of Single Mom Scholars
The ICS Single Mom Scholar Program Coordinator is responsible to implement and lead the daily operations of Interfaith Community Service’s Single Mom Scholars alongside another SMS Coordinator.

- Case management for Single Mom Scholars, advocating for Scholar interests through identification of service and resource gaps to effectively meet needs.
- Maintain consistent communication and meet regularly with scholars in order to monitor, evaluate, and report on client progress and program success.
- Provide leadership for all programmatic functions (client services, records and reporting), ensuring that appropriate outcomes are achieved, and that documentation is timely.
- Manage the daily operations of the Single Mom Scholars, respond to partner calls for support and information, and organize 10-12 Single Mom Scholar meetings per year (on Saturdays).
- Motivate, manage, and support volunteers in Single Mom Scholars.
- Lead and facilitate program-specific planning and problem solving.
- Succeed within the parameters of the agency budget, ensure that all financial and contractual reporting is timely, and provide input on budget development and revisions.
- Lead the coaching program for scholars, drawing on existing community resources and partner organizations.
- Organize and guide scholarship selection committee in interviewing and selecting new scholars in the program.
- Able to work independently and with a team.
- Work closely with the SMS Youth Coordinator to align programming for scholars and their kids.
Additional Duties

- Participate in monthly ICS staff meetings, organizational project meetings, and leadership meetings.
- Participate in public speaking engagements, volunteer recognition, fund-raising, public awareness, newsletter article writing, and other agency projects as needed.
- Serve as a representative of the agency for projects and events as assigned
- Other assignments as directed by or under the supervision of the Self Sufficiency Director.

Knowledge, Skills and Abilities:

- Bachelor’s degree plus equivalent additional education and experience preferred.
- Five (5) years of experience, preferably in social services, case management, community outreach, and/or program development experience.
- Eligible to receive and maintain Arizona fingerprint clearance.
- Ability to maintain a valid Arizona driver’s license, reliable transportation, clean driving record and current auto insurance
- Willingness to meet agency standards for attendance and punctuality, positive interactions with other, effective work habits, judgment and ethics as listed in the employee’s handbook.

Reports to: Self Sufficiency Director
Direct Reports: Single Mom Scholar program volunteers

Work Schedule: Full time, Monday through Friday, occasional evening/ weekend hours to include monthly SMS meetings.

FLSA exemption status: Exempt

Please send resume, salary requirements and three professional references to: recruiting@icstucson.org. This position will remain open until filled, however, we will conduct first reviews of applications on Thursday, September 8, 2022.