



Job Title: Rural Program Coordinator – AMOR Wellness Center

Department: Alliance for Medical Outreach and Relief (AMOR)
Supervisor: Rural Program Supervisor
Status: Full Time, Non-Exempt
WC Code: 8810 - Clerical/Office
EEO Class: 5 - Admin Support Workers
Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m., with afterhours as needed
Websites: www.amorelief.org

To apply: To be considered for this opportunity, please email your resume, to: dwitcher@amorelief.org

Compensation: Commensurate with experience between \$18.00 and \$22.00/hr. Exceptional benefits package, including health, dental, vision, life, retirement, and even daycare benefits.

Alliance for Medical Outreach and Relief (AMOR) is a 501(c) (3) community benefit organization that works strategically to build healthier communities in areas of concentrated poverty.

Position Description:

AMOR is seeking a qualified bi-lingual in English and Spanish candidate for the Rural Program Coordinator position. The Coordinator is responsible for greeting community members, general administrative tasks, room scheduling, coordination of services, referrals between agencies, oversight of the food and diaper pantry, and assisting with community events. This person would also assist with developing support materials in marketing, communications, and public relations in English and Spanish.

Essential Functions/Responsibilities:

- Ensures that all communications are conducted in accordance with AMOR’s brand identity and confidentiality standards.
- Ensures that all communications are directed towards appropriate audiences and conducted with AMOR’s organizational messaging and strategic direction.
- Fluent in English and Spanish: Reading, writing and spoken.
- Assists community members with accessing all services at the AMOR Wellness Center.
- Accurately maintains food pantry distribution records.
- Accurately maintain diaper pantry distribution records.
- Accurately maintains computer lab log.
- Accurately maintains the shared space calendar.
- Accurately maintains the tracking of tenant shared space monthly hours.
- Accurately maintains the appointment tracker for the Eligibility Specialist
- Schedules Eligibility Specialist appointments.
- Efficiently processes all community event requests.
- Efficiently processes all tenant requests.
- Assist in maintaining an accurate community event calendar.
- Assist the Community Engagement Coordinator with maintaining the AMOR Wellness Center website.
- Assist the Community Engagement Coordinator with social media posts, blogs, and stories.
- Assist with the maintenance of files, records systems, and other administrative tasks for the NRC.
- Assist with maintaining compliance with funding agencies reporting and accountability standards.
- Interacts daily with fellow colleagues and staff to organize and plan for upcoming events and newsworthy activities
- Monitors external news and developments on issues of interest to AMOR with an eye toward opportunities for promotion of AMOR’s work on the web and social media platforms.
- Ability to create great working relationships with all levels within the organization and with tenants and community partners.
- Supports the creation of sponsorship opportunities
- Assist with identifying funding sources



Minimum Requirements:

- Ability to work in a team-oriented, collaborative environment.
- Computer proficiency with a variety of programs including Microsoft Office.
- 2 years higher education, bachelor's degree preferred.
- 2 years non-profit experience
- Demonstrates ability to work under pressure and meet deadlines.
- Ability to work independently and be a self-starter with keen attention to detail.

Competencies:

- Customer service oriented.
- Ability to handle a high volume of work and function in a fast-paced environment with minimal direction.
- Highly self-motivated and directed, with keen attention to detail
- Exceptional written, oral, interpersonal communication, organization, and time-management skills

Supervisory Responsibility:

- None

Work Environment:

- This job mainly operates at the AMOR Wellness Center, Mendota, CA an indoor/outdoor Neighborhood Resource Center.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.
- Requires frequent sitting, walking, and standing.
- Utilization of office equipment (copier, phone, and laptop)
- Operation of cameras and related video and photography equipment.

Position Type/Expected Hours of Work:

- This is a full time at will position, and work hours are typically Monday through Friday 8:30 a.m. to 5:00 p.m. Occasional evening and weekend work may be required as department needs demand.

Travel:

- Travel is primarily local to Fresno County, between Mendota and Fresno, and within the cities of Fresno and Clovis.

Work Authorization:

- Must be eligible to work in the United States and have a current California driver's license.

This job description documents the general nature and level of work but is not intended to be a comprehensive list of all activities, duties, and responsibilities. Job incumbents may be asked to perform other duties as required.

Employee Name: _____ Date: _____

Employee Signature: _____