



Program Coordinator for The CALL in Pulaski County

(40 Hours per week)

This individual reports to the County Coordinator & Statewide Staff and is responsible for providing staff support to the County Coordinator, Pulaski County Staff, and Leadership Team as needed.

Job Responsibilities

- Maintain current information in the database including Pulaski County contacts.
- Oversee venue details, meeting advertising & registration, paperwork, supply, and audio/visual needs of monthly Information Meetings.
- Oversee venue details, meeting advertising & registration, paperwork, supply, and audio/visual needs of monthly Equip Training.
- Oversee social media accounts including campaigns, events, and community engagement. Respond to inquiries on social media contacts.
- Answer and field phone calls received on the county phone and email inquiries; respond to communication within 24 hours.
- Monitor & update the affiliate calendar to include scheduled events.
- Coordinate community events to increase community presence and engagement. This may include visits, pickups, or deliveries.
- Assist with the planning and executing events including in-person and online Info Meetings, Equip training & fundraising. This includes venue, meal, and supply scheduling.
- Assist with Support Center scheduling & administrative needs.
- Attend, prepare, and handle the needs of monthly Advisory meetings.
- Assist with support group meetings.
- Recruit & oversee volunteers including engagement, training, and regular communication. Maintain communication with The CALL Mall coordinators.
- Assist in the distribution of gifts intended for foster/adoptive families.
- Post three social media post per week.
- Other duties as assigned

Applicant Should:

- Possess excellent organizational, people, and communication skills
- Be an encouragement to volunteers, families, and DCFS staff
- Be a team player and have the ability to work independently
- Be able to think creatively to find solutions to problems
- Feel called to this position and be passionate about The CALL's mission- to educate, equip, and encourage the Christian community to provide a future and hope for children in Arkansas foster care.
- Be proficient with different social media platforms.
- Be proficient in using Microsoft Word, Excel, PowerPoint, and email communications. Salesforce experience is a plus.
- Ascribe to the Christian Statement of Faith, the Apostle's Creed