

	Position Title	<b>Barrow County Family Connection Coordinator</b>
	Department/Status	Administration/FT Exempt
	Reports to	Board of Directors
	Revision Date	June 2024
	Salary Range	\$41,518 - \$49,744

**POSITION OVERVIEW**

The Coordinator is responsible for the overall day-to-day management of the organization including working closely with the Board of Directors and Collaborative Membership. Winder Housing Authority (WHA) is the fiscal agent for this position. Coordinator must adhere to all policies and procedures of WHA and be able to participate in benefits according to WHA policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the work load. The functions listed are also examples of duties that may be required and in no way imply a contractual agreement between the employer and employee or affect the at-will relationship between the parties.

**Fiscal Grant and Program Management**

- In conjunction with the Executive Committee develops an annual organizational budget oversees fiscal management of Georgia Family Connection grant and oversees the agency’s annual tax preparation.
- Ensures that the WHA Audit is sent to the Georgia Family Connection Partnership within 60 days of audit completion.
- Approves purchases, signs checks as needed (2 signatures required if over \$1000), and ensures that bank deposits are made in a timely manner.
- Presents bank statements, reconciliation reports, and profit & loss by class reports at each Board of Directors meeting.
- Maintains up-to-date QuickBooks software for financial accuracy.
- Assists fiscal agent with grant expenditure reports, reimbursements, and monthly/quarterly reconciliation of expenses for the state grant.
- Completes current grant proposals and develops new proposals as appropriate.
- With the Board and staff ensures that organization’s programs and activities are meeting goals and outcomes indicated in Annual Plan.
- Ensures that the agency adheres to standards of Georgia Family Connection Partnership (GAFCP). Keeps the Board of Directors and Collaborative informed about any changes to standards.

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- Ensures all contract requirements are met.
- Ensures that donations are recorded via QuickBooks and that all monies are properly secured.

### **Strategic Planning**

- Facilitates the Collaborative Planning Process including preparation of the Annual Plan with the Board of Directors.
- Facilitates community needs assessment (as needed), strategy teams, collects and compiles necessary data and reports on goal achievement.
- Shares relevant data & information with collaborative membership partners and other community members.

### **Evaluation**

- Facilitates the Collaborative Vitality Survey as required by the Georgia Family Connection Partnership (GaFCP).
- Completes the written narrative for each Quarterly Report. These narratives serve as the only qualitative data that is presented to GaFCP.

### **Collaborative Support/Communication**

- Serves as a liaison between the community and the organization; educates the community concerning the status of children and families; promotes collaborative vision by serving as an ambassador and advocate; exercises powers in the interest of the collaborative not in own interest or interest of another entity or person; builds rapport with the community in order to develop a more comprehensive relevant Annual Plan; serves as an information resource to the community with regard to best practices research and community supports.
- Ensures that Collaborative members are knowledgeable of the vision, mission, activities, and outcomes of organization; manages collaborative monthly newsletter and a biennial resource guide.
- Facilitates ongoing Collaborative orientation to ensure that all members understand their purposes and responsibilities; Plans Collaborative meeting agendas in collaboration with Board President/Board of Directors; serves as liaison between Board President, Board Members, Fiscal Agent, Committee Chairs, Strategy Teams, and state/regional partners.
- Maintains all official records of the Collaborative; works with the Collaborative to ensure maximum participation by all Collaborative members in Strategy Teams, Planning, and various activities; develops resources to address identified gaps in services and supports to the community.
- Participates in State, Regional, and local groups, committees, and trainings.

**Fundraising and Board Support**

- Reports to the Board of Directors by attending the regularly scheduled Board meetings, compiling monthly reports and financial statements for every meeting.
- Participates as much as possible in every fundraising effort put on by BCFC.
- Provides support to the BOD for board member recruitment, board orientation, Board of Director’s Annual meeting/training, and other specific board development issues.
- Assists Board in development of policies and procedures, by-laws, strategic planning, etc.
- Other duties as assigned by Board of Directors.

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Microsoft Office Suite: Proficiency in Outlook, Excel, and PowerPoint. Digital professionalism is a must.
- Design and Marketing Tools: Expertise in Canva, with a strong emphasis on email marketing.
- Email Marketing Platforms: Experience with Constant Contact and/or MailChimp.
- Public Speaking and Presenting: Strong presentation skills, with the ability to effectively communicate to various organizations throughout the community.
- Language Skills: Professional working proficiency in Spanish a plus.
- Ability to drive a vehicle; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions.
- Knowledge of the vision, mission, and purposes of Winder Housing Authority as established by the Board of Commissioners and the Executive Director.
- Knowledge of occupational hazards and safety measures.

**PERFORMANCE REVIEW**

- There will be performance reviews at 90 days to assess the Coordinator's progress and provide feedback.

**MINIMUM QUALIFICATIONS REQUIRED**

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contractual agreement between the employer and employee or affect the at-will relationship between the parties.

- Education - A bachelor's degree in a relevant field, or a combination of education and experience in lieu of a degree.
- Language Skills – Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.
- Reasoning Ability – Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Computer Skills – To perform this job successfully, an individual should have proficient knowledge of Microsoft Office software, particularly Outlook, Word, PowerPoint and Excel.
- 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.
  - While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.
  - The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
  - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
  - The noise level in the work environment is usually moderate.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

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- Interpersonal Skills – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Oral Communication – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions. Demonstrates group presentation skills; Participates in meetings.
- Written Communication – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Change Management – Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- Delegation – Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- Leadership – Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- Managing People – Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes oneself available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services; Continually works to improve supervisory skills.
- Quality Management – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Business Acumen – Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- Cost Consciousness – Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Diversity – Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- Ethics – Treats people with respect; Keeps commitments; Works with integrity and ethically; Upholds organizational values.
- Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits

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organization through outside activities; Supports affirmative action and respects diversity.

- Strategic Thinking – Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- Judgement – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
- Quantity – Completes work in timely manner; Works quickly.
- Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.
- Initiative – Takes independent actions and calculated risks; Looks for and takes advantage of opportunities.
- Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**I have received a copy of my job description and understand I am responsible for ensuring that I am able to perform the functions assigned to me in a safe manner according to all laws, agency rules, policies and procedures.**

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Coordinator Signature

\_\_\_\_\_  
Date

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Fiscal Agent Representative Signature

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Date