



THE GLENN FAMILY
FOUNDATION
854 Custer Street,
Valley Stream, NY 11580
United States of America

THE GLENN FAMILY
FOUNDATION
#3 Blackford Street,
Cantaro Village, Santa Cruz
Trinidad and Tobago

THE GLENN FAMILY FOUNDATION is seeking a Assistant Program Coorrinator for our newly launched FemPowerment Academy. ...

POSITION TITLE: ASSISTANT PROGRAM COORDINATOR

DEPARTMENT: Executive Office

SUPERVISOR: Josanne Prescod, Senior Program Manager

JOB TYPE: Part-time (15 hours per week), Paid, Hybrid*

LOCATION: N/A

REMUNERATION: \$160.00 USD / month

SUMMARY: The FemPowerment Assistant Program Coordinator will play a crucial part in managing the marketing, outreach, and recruitment efforts for the FemPowerment program. This will involve implementing strategies to attract potential enrollees and promote the program to the target audience.

Additionally, you will be responsible for coordinating the logistics of monthly meetings, ensuring all necessary arrangements are made and participants are properly informed. The role will require weekly travel to different locations, but it also offers work-from-home options for added flexibility.

To excel in this position, you should have a strong internet connection and access to a computer, enabling you to efficiently carry out tasks related to program management and communication. You will be expected to build and maintain positive relationships with program



enrollees and community partners, fostering a supportive and empowering environment.

Lastly, as the Assistant Program Coordinator, the successful candidate will be accountable for documenting the program's activities through comprehensive reports, as well as capturing photos and videos to showcase the impact and success of the FemPowerment initiative.

RESPONSIBILITIES : Weekly Assignments [2-3 assignments per week]

- The Program Coordinator will have 1 assignment due on the Thursday of each week.

Documentation Support

- The Program Coordinator will assist with generating reports containing a quantitative and qualitative assessment of FemPowerment engagements, as well as capturing photos and video of engagements in progress.

Weekly Check-In Meeting

- The program coordinator will be required to check in with a Glenn Family Foundation Executive Board member on each Monday

NOTES : Payments will be disbursed by the Senior Program Manager.

QUALIFICATIONS AND OTHER REQUIREMENTS : The ideal candidate will also have basic proficiency in the following digital tools:

Canva,
Microsoft Paint,
Google Drive Suite (Docs and Spreadsheet),
WhatsApp,

TO APPLY : Send your COVER LETTER and RESUME to the following e-mail address:
INFO@THEGLENNFAMILYFOUNDATION.ORG