



Program Coordinator
Job Posting (4.24.2023)

ABOUT US:

Since 1985, Compeer Buffalo has been providing social support in the form of friendships, to individuals (age 6 and up) who are striving for mental wellbeing. We know that friendship decreases loneliness and isolation, therefore we offer 1:1 friendship, social engagement activities, school-based mentoring, and mental health education in our community. Compeer Buffalo is also the headquarters for 40 affiliates internationally.

At Compeer Buffalo, we are deeply committed to creating a diverse and inclusive workforce that reflects our values of Mental Wellbeing, Inclusion, Trust & Transparency, Integrity, and Curiosity. We welcome and encourage candidates from all backgrounds to apply, and we strive to create a workplace where everyone feels valued, respected, and empowered to succeed. Compeer is a 2023 Buffalo Business First Best Place to Work Finalist.

POSITION DESCRIPTION:

Compeer Buffalo is seeking candidates for the positions of **two** full-time Program Coordinators. These positions are responsible for overseeing and managing the organization's volunteer-based mental health mentoring/friendship programs for adults and older adults, including supplemental programs such as postpartum and higher education mentoring. They will work closely with program participants, volunteers, and community partners to ensure successful program delivery and impact. These positions will report to the Director of Programs and will have the following responsibilities:

- Conduct volunteer interviews, assessing candidates' skills, interests, and suitability for the program, and make recommendations for matching with program participants based on these factors.
- Provide feedback to volunteer applicants and ensure that all necessary screening and background checks are completed prior to volunteer onboarding.
- Match volunteers and program participants based on shared interests and compatibility, and provide ongoing support and monitoring of the match.
- Work closely with community partners and other stakeholders to identify and address the needs of program participants, volunteers, and the community as a whole.
- Monitor program outcomes and impact, collecting and analyzing data to ensure that the programs are meeting their goals and making a positive difference in the lives of those involved and provide reporting for applicable grants.
- Collaborate with the Compeer Buffalo team to support and provide content for marketing and outreach strategies, including social media, email marketing, and other channels, to raise awareness of the organization's programs and services.
- Ensure that resources are used effectively and efficiently, and that expenditures are within budgetary constraints.
- Support the planning and execution of events and activities to engage program participants, volunteers, and other stakeholders, and to celebrate program successes and milestones.
- Collaborate with the program team to ensure consistency of services, including case consultation and various team projects.
- Stay up-to-date on trends and best practices in volunteer-based mentoring, mental health and related fields, and incorporate them into program design and delivery as appropriate.
- Other duties as assigned.

Additional Organization Opportunities

- Employees are encouraged to join one organization wide committee: Justice Equity Diversity and Inclusion Committee (JEDI), Safety Committee, or Celebration Committee.
- All Compeer Buffalo employees support affiliates as necessary.

SUMMARY OF PREFERRED QUALIFICATIONS, EXPERIENCE AND SKILLS:

- At least 2-3 years of experience in program coordination or delivery, preferably in a nonprofit setting.
- Experience in mental health services.
- Strong interpersonal and communication skills, with the ability to build positive relationships with program participants, volunteers, community partners, and other stakeholders.
- Excellent organizational and time management skills, with the ability to manage multiple tasks and priorities simultaneously and meet deadlines.
- Ability to work independently and as part of a team, with a positive and collaborative attitude.
- Knowledge of best practices in volunteer-based mentoring, including strategies for successful matching, training, and support of program participants and volunteers.
- Familiarity with data collection and analysis, and the ability to use data to inform program design and improvement.
- Commitment to the mission and values of Compeer Buffalo, including a passion for making a positive difference in the lives of others.
- Demonstrated commitment to diversity, equity, and inclusion, with the ability to promote these values with the organization and its programs.
- Ability to serve as a Field Educator for Bachelor’s and/or Master’s college interns.

SALARY/BENEFITS:

Salary range of \$36,000 to \$38,000

Employees work a 4.5-day workweek.

From the time of hire, employees accrue 140 hours of vacation time, sick time and 4 mental health days a year. Also, we offer 11 holidays, contribution towards employee pension, professional development opportunities, and dental (full), vision (full) and single health insurance coverage (90%).

Job Type: Full-time, Non-Exempt	Hours/Days: Typical hours 9a-5p, some non-traditional hours. Friday afternoon is a mental health day.
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APPLICATION:

Please apply directly on [Indeed](#)

At Compeer, a diverse, inclusive, and equitable workplace is one where all employees, clients, volunteers, board members and stakeholders whatever their gender identity, economic status, race, ethnicity, national origin, age, sexual orientation or identity, education, religion or belief, marital status or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments and programs.