**Company/Organization:**

Para Los Niños

**Location:**

Senderos - LA, CA

**Position:**

Program Coordinator

**Position Type:**

Full Time/Temp

**Education Level**

Graduate Degree

**Job Category**

Nonprofit - Social Services

**Qualifications:**

* Master’s Degree in Social Work, Public Health, Public Policy or related.
* Demonstrated work experience in implementing public health projects in underserved communities
* Experience working in cross-cultural collaborations and working with agency administrators.
* Excellent oral and written communication skills with diverse populations.
* Excellent community networking skills.
* Bilingual/bicultural strongly preferred.
* Must have reliable automobile for use on the job (mileage to be reimbursed).
* Valid CA driver license. State required automobile insurances coverage.
* TB test, to be renewed every two years.
* Ability to work a flexible schedule, which will include occasional evenings and/or weekends.
* Able to work in an autonomous setting, yet function as part of a larger team.

**Physical Requirements:**

Must be able to carry out all essential functions satisfactorily.  Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Approximately 50 percent of time is spent sitting. However, will frequently be required to walk, stand and bend. Must be able to talk and hear well. Good vision is imperative. Occasionally required to stoop, kneel, crouch or crawl. Required to lift and/or move unassisted up to 25 pounds. Required to drive own car occasionally for business purposes.

It is the established policy of Para Los Niños (PLN) to provide equal employment and advancement opportunities to all qualified applicants and employees without discrimination with regard to race, religious belief (including dress or grooming practices), color, sex, sex stereotype, pregnancy, childbirth or related medical conditions (including breast feeding), age, national origin (including possessing a driver’s license issued under Vehicle Code § 12801.9), ancestry, sexual orientation, gender identification and expression, transgender status, physical or mental disability, medical condition, genetic characteristics, genetic information, family care, marital status, enrollment in any public assistance program, status as military, a veteran or qualified disabled veteran, status as an unpaid intern or volunteer, or any other classification protected by law. PLN also prohibits discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

**Para Los Niños is an Equal Employment Opportunity Employer**

**To Apply:**

[**https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=56353&clientkey=61D2F3612C51C6929D6C2E7C9A234A2F**](https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=56353&clientkey=61D2F3612C51C6929D6C2E7C9A234A2F)