

PROGRAM COODINATOR

The Department

The Human Services Department (HSD) delivers and supports services by forging long-term community partnerships, engaging with and building the capacity of the community to do its own problem-solving, and leveraging financial and volunteer resources.

The Position

The Program Coordinator will provide supervision and oversight of the Fremont Family Resource Center (FRC) Volunteer Income Tax Assistance Program (VITA). In addition, this position will be responsible for overall FRC communications, marketing, and event planning. This position will be required to work a varied work schedule which will include weekdays, evenings, and Saturdays.

Examples of Job Duties

- VITA program design and implementation. Duties include, but not limited to:
 - Ensure VITA site compliance as outlined by the IRS.
 - Manage and update calendaring system.
 - Manage day-to-day operations of VITA site(s) to include set-up (moving furniture, setting up laptops and printers, preparing food, clean-up, and washing dishes). Must have the ability to lift up to 50 pounds with help from other staff.
 - Meet with VITA coaches to develop, coordinate, and deliver training curriculum.
 - Maintain program documentation and write reports.
 - Recruit volunteers and attend county-wide meetings as appropriate.
- Serve as marketing, communication, and service integration lead for the Fremont Family Resource Center. Must be comfortable with public speaking, creating and delivering presentations.
- Plan, coordinate, and implement the Fremont Family Resource Center annual Day Away Conference and other FRC events.
- The complete job description can be viewed [here](#).



City of Fremont is an innovative city in the heart of the Bay Area and Silicon Valley, known for clean technology, advanced manufacturing, low crime, excellent schools, quality parks and a diverse population of over 229,250 residents. As a significant economic force in the region, Fremont aims for innovation in municipal government led by City Council and City Manager.

Qualifications

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Education and Experience.

- Bachelor's degree in social services, marketing, communications, business administration, recreation, or related field and one year of experience in community programs OR two years of undergraduate school/university course work in social services, marketing, communications, business administration, recreation, or a related field and three years of experience in community programs, OR training and experience equivalent to five years of municipal community services experience in programming. Two years of supervisory experience is desirable.

Licenses/Certificates/Special Requirements

- This position requires the ability to travel independently within City limits, so possession of a valid California Class C Driver's License is required at time of appointment.
- Must pass the Advanced Tax Preparer certification open-book exam with a score of at least 80% once hired.

Ideal Candidate

The Program Coordinator must be dependable and self-directed, a quick-learner, detail oriented, organized, efficient, and able to multi-task in a fast-paced environment. Experience with free tax sites or tax filing preferred. The successful candidate will have advanced computer skills and be familiar with cloud technology. Language capacity in Mandarin or Spanish desirable.

Annual Salary Range

\$91,123 - \$110,732

A summary of benefits can be viewed online:

Benefits Summary

The City of Fremont is an Equal Employment Opportunity Employer.

APPLY HERE!