



PROGRAM COORDINATOR

Share Our Spare ensures every Chicago area child, ages 0-5, has the essential items they need to support their health and development to equip them for a strong start. SOS activates community impact through empowerment, innovative solutions, and a network of partners so that children can thrive and families can shift from crisis management to caregiving with dignity. As a result, we help lay the foundation for a resilient and equitable community.

At Share Our Spare, we believe that every child deserves a good start and every parent the opportunity to prove one. Since 2011, we have helped an estimated 65,000 unique children and their families across metro Chicago find support, strength and hope through an agency partner model that emphasizes wraparound services and empowering upward economic mobility.

Share Our Spare (SOS) seeks a highly-motivated, versatile and socially conscious Program Coordinator to join our team. In this role, the Program Coordinator will work alongside the Operations Coordinator and Director of Partnerships & Community Engagement in support of Share Our Spare's agency partnership programs, social media presence and data reporting initiatives.

Job Description

The Program Coordinator is responsible for overseeing the execution and management of Share Our Spare's core programming, including diaper distribution, shopping, and partner engagement for Permanent and Limited Partners. The Program Coordinator works closely with the Operations Coordinator and Auxiliary Program Coordinator to bring the day to day mission of Share Our Spare to fruition. The Program Coordinator reports to the Director of Strategic Partnerships.

A strong candidate will be a highly-motivated self-starter and team player with a proven aptitude for strategic and creative planning. Able to work independently and collaboratively with a team on common goals. Strong problem solver, and a detail-oriented multitasker with a strong work ethic. Proficiency in Spanish is highly desired.

Responsibilities

Agency Partnerships:

- Oversee and lead diaper distribution, including sending the diaper request form, scheduling pick up times, allocating quantities, pulling items, overseeing volunteers, and managing Sharehouse inventory
- Staff agency shopping days, including scheduling shopping times, pulling items requested and managing Sharehouse inventory
- Manage existing agency relationships with professional and timely communication



- Manage partner agency compliance, including tracking forms, uploading forms to our online database, collecting and analyzing data, etc.
- Schedule and oversee Agency Working Group, including opportunities for continuous quality improvement
- Schedule and Manage agency educational opportunities, including Munch and Learns, educational collateral and agency networking
- Oversee implementation of new Partner database and inventory platform, Odoo.

Data and Reporting:

- Data entry, reporting, and analysis for diaper distribution, agency shopping, and essential items
- Disseminate bi-annual agency surveys to support continuous quality improvement
- Manage feedback surveys for educational and networking events

Additional Responsibilities:

- Support social media content creation.
- Support ongoing fundraising efforts by staffing events, assisting the Director of Development, Director of Operations and Executive Director.
- Support facilitation of weekend volunteer session ~1x per month
- Participate and provide support for mission focused tasks, events, marketing and other activities
- Other ad hoc tasks and projects that will allow for learning and contribution to the overall organization

Qualifications

- Passion for and commitment to Share Our Spare's mission
- College degree preferred
- 1-3 years of previous professional experience, preferred
- Spanish language skills, preferred
- Proficient with Google programs and Microsoft Office (e.g. Email, Drive, Docs, Sheets, Word, and Excel)
- Familiarity with [Odoo.com](https://www.odoo.com), a plus
- Familiarity with using a pallet jack, a plus
- Ability to excel in an agile, dynamic, growing organization, remaining open to taking on its challenges and opportunities
- Strong written and verbal communication skills
- Strong organizational skills, both in terms of time management and in detail-oriented work
- Commitment to quality, deadline accountability, and managing multiple tasks simultaneously
- Ability to walk up and down stairs, lift and carry a minimum of 50lbs including donated items that may vary in weight and size; may include wooden pallets, strollers, boxes of diapers, garbage bags of clothing, pack n plays, etc.
- Ability to work in or outside a warehouse space, or on a loading dock where temperatures can vary.
- Access to reliable transportation

Position

Full time. Hours to include weekdays and weekend hours. Occasional weeknight hours as needed. Salary \$45,000.



Benefits

Benefits include health insurance, IRA with employer match, 2 weeks of paid time off each calendar year, skill-building, great growth potential, and the opportunity to be part of an entrepreneurial, mission-based organization making an impact in Chicago.

How to Apply

To apply, please submit a cover letter, resume, 3 references (at least 2 professional). Please email application materials to hr@shareourspare.org, with the subject line: Program Coordinator Application.

Share Our Spare is an equal employment opportunity employer and does not discriminate on the basis of race, religion, pregnancy, gender, sexual orientation, national origin, age, or any other characteristic protected by applicable law. Applicants and employees who require a reasonable accommodation due to disability, pregnancy, childbirth, or related or common medical conditions should contact Share our Spare's Executive Director. As provided by applicable law, reasonable accommodations will be provided to qualified applicants and employees, unless an undue hardship would result.

