



Position Title: Program Coordinator (Ryan White Planning Council)
Location: 178 Oakwood Drive, Glastonbury, CT
Position Type: Part time, 25 hours
Salary: \$20-24/hr., commensurate with experience
Education: 4-year degree preferred, not required

We work hard to make sure the best prevention, treatment, and recovery supports are available across the lifespan!

We are seeking a **Program Coordinator** to support the administrative functions of Ryan White Planning Council.

Job Description:

Program Coordination

- Staff and support the Planning Council as outlined in the contract with the City of Hartford.
- Coordinate and facilitate meetings.
- Draft and distribute agendas, meeting notices, and announcements.
- Maintain records of Planning Council membership and activities.
- Support administrative needs of committees, quality monitoring and needs assessment initiatives.
- Coordinate/facilitate focus groups and public hearings as needed.
- Compile and distribute data for Planning Council review, priority setting and allocation of resources.
- Preparation of reports as needed and requested.
- Facilitate participation and reporting by Planning Council members in committees and task forces.
- Organize and support other agency initiatives as a member of the Amplify team.
- Ensure lived experiences inform efforts.
- Perform other duties and responsibilities as assigned.
- Regular and consistent attendance is an essential function of this position.

Required Qualifications and Skills:

- Bachelor's degree preferred or related experience.
- Minimum 2 years administrative experience in a business/nonprofit setting, or related experience.
- Knowledge/experience in public health a plus.
- Self-starter, ability to work independently and manage multiple priorities.
- Strong project coordination, presentation, and meeting facilitation skills.
- Computer skills (Microsoft Office)

To apply: Email resume & cover letter to careers@amplifyct.org with "RW Program Coordinator" in the title.

To learn more: Visit www.amplifyct.org.

Amplify, Inc. is an equal opportunity employer and considers all qualified applicants equally without regard to race, religion, sex, sexual orientation, veteran status, national origin, or disability status.