Martha’s Vineyard Community Services, Inc.
Program Coordinator, Martha’s Vineyard Family Center
Job Description

Job Summary

The Martha’s Vineyard Family Center (MVFC) Program Coordinator develops, plans and evaluates the implementation of all MVFC programming. The Program Coordinator is responsible for creating a warm and welcoming environment for all families within our Family Center and in community-based locations throughout the island.

Job Responsibilities and Essential Functions (essential functions*):

1. Facilitates and coordinates parent support groups, parent education workshops/series, parent-child activities and community events.
2. Provides and coordinates individualized family supports.
3. Coordinates child watch for parent education and parent support groups.
4. Provides supervision for all Family Center staff.
5. Facilitates the Martha’s Vineyard Council for Young Children.
7. Establishes and maintains strong community partnerships.
8. Completes all required grant reporting and participates in all required meetings with Children’s Trust and the Department of Early Education and Care.

Qualifications:

- Degree in Early Childhood Education or a related field
- Minimum of 3-5 years of experience working with young children and families
- Strong written and interpersonal communication skills
- Ability to foster a collaborative, team-oriented work environment
- Committed to ongoing professional growth
- Organized, energetic, compassionate and empathetic

The statements contained herein reflect the general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This position is eligible for a hybrid work arrangement according to agency policy at the discretion of the Program Director.