The National Kidney Foundation of Michigan is looking for a Full-Time **Program Coordinator** to join our team in **Detroit, MI**. Under general supervision the Program Coordinator will lead, plan, organize, promote, conduct and evaluate the Healthy Kids & Kidney Program (HKK information on nkfm.org). This includes developing partnerships with key organizations, recruiting program participants and providing leadership in writing grants. May also work in other programs as necessary.

**Major Job Duties and Responsibilities**

- Oversight of programs as assigned. Develop and maintain a positive working relationship with the program personnel and community partners.
- Organization of community activities/events when deemed necessary.
- Plan and coordinate meetings with staff and community partners as directed.
- Organize and work closely with an effective, dynamic volunteer/staff base to insure program implementation.
- Work closely with leadership in grant writing efforts.
- Integrate educational efforts, focusing on increasing awareness regarding the prevention of kidney disease and promoting programs that are available that improve the quality of life for people on dialysis in low income areas.
- Collect data, write reports and provide feedback to insure outcome and measurement as directed by evaluation team or supervisor.
- Follow all guidelines of the program curriculum or expectations with a high level of detail and accuracy.
- Insure requirements of grants/contracts.
- Develop community partnerships to increase revenue.
- Insure data collection and administrative forms are collected and are accurately completed.
- As assigned, provide data entry, answer phones, complete daily reports, recruitment/marketing material development, etc.

**Special Requirements:**
• Ability to pass a background check in order to work in schools.
• Access to reliable transportation.
• Experience with and/or a strong desire to educate 4th-8th grade students.
• Ability to recruit and schedule schools participating in the Healthy Kids and Kidneys (HKK) program and other designated community activities.
• Ability to attend or be trained in Serve Safe training and/or other training courses as deemed necessary by NKFM grants/contracts.

Education and Experience

• Bachelor’s Degree in social work or in a human services related field.
• Basic knowledge of MS Office & MS Outlook computer software.
• 1-2 years of relevant experience.
• Ability to work with a diverse population and within supported communities.

To apply, email resume and cover letter to hr@nkfm.org with subject line “Detroit Program Coordinator.”