



Position Opening: Project Coordinator

MISSION

Driven by the Jewish value of welcoming the stranger, HIAS Pennsylvania provides legal, resettlement and supportive services to immigrants, refugees and asylum seekers from all backgrounds in order to assure their fair treatment and full integration into American society. HIAS Pennsylvania advocates for just and inclusive public policies and practices.

JOB DESCRIPTION

Job Title: Project Coordinator, Immigrant Victims of Crime Initiative

Supervisor: Supervising Attorney

This is an exempt position; salary is commensurate with experience.

General Position Description

HIAS Pennsylvania seeks a project coordinator and administrator to ensure compliance with grant funding obligations, prepare all necessary reports required for multiple VOCA grants, and assist all participating agencies with the necessary data collection for this purpose (as needed). The project coordinator will also liaise between IVAC partners and other victim/social service agencies as appropriate. In addition to monitoring and reporting duties for quarterly reports, the administrator will work with project staff to analyze data under the supervision of the IVOC Supervising Attorney and to conduct basic program evaluation. The project coordinator will be the project's direct and primary contact for purposes of communication with PCCD and reporting. The ideal candidate will have experience with data collection, metrics analysis, program planning, and evaluation. Prior experience with a public interest organization and/or federal grants compliance monitoring is required.

Primary Responsibilities:

- Manage grant and oversight of budget modifications
- Develop and refine policies, procedures, and reporting tools for IVAC project
- Communicate regularly with VOCA-funded staff across all three agencies and sub-contractors to ensure all personnel are in compliance with funding requirements, updated on policy or procedural changes, and aware of training opportunities

- Collect programmatic and fiscal data from all three agencies and complete all required quarterly and annual reports
- Manage record keeping, including data back-up and statistics on services provided, active cases, and personnel files
- Participate in PCCD, diversity, and technical training
- Oversee program evaluation, including sending satisfaction surveys (ESQ-LF) and inputting survey data
- Assist with training new hires, and representing the collaborative at community events and stakeholder meetings
- Maintain up-to-date publicity and educational materials regarding the collaborative work, and multi-lingual outreach and educational materials
- Provide direct services to support VOCA-funded staff as needed
- Other duties as assigned

Qualifications:

The candidate should be passionate about HIAS PA's mission, understand the organization's roots in and relationship to the Jewish community, and have a demonstrated ability to work with diverse collaborators and stakeholders. In addition, the candidate should possess:

- Bachelor's degree in relevant field, required;
- Minimum 2 years' experience with grant management, program administration and compliance;
- Experience writing and/or implementing State or Federally funded grants;
- Proficiency in Excel applications and database management;
- Passion for working in a diverse community;
- Excellent communication, organizational and time management skills;
- Ability to work independently/collaboratively;
- Proficiency in Spanish language is ideal

HIAS Pennsylvania is an equal opportunity employer and does not discriminate against anyone on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, political affiliation or belief.