

Coordinator of Programs, part-time Shepherd Wellness Community

The primary responsibility of this position is the planning, scheduling and coordination of wellness programs for the Shepherd Wellness Community. The Coordinator of Programs position is part-time, approximately 18-20 hours per week, and reports to the Executive Director. Shepherd Wellness Community is the only HIV/AIDS community in western Pennsylvania and our center is located in the Bloomfield neighborhood of Pittsburgh. Our mission is helping people living with HIV/AIDS improve their wellness.

Essential Responsibilities:

- Plan, schedule and evaluate programs in collaboration with the Executive Director and Program Committee.
- Recruit speakers and program leaders and follow-up with email and telephone reminders.
- Order supplies for programs.
- Set-up rooms for programs.
- Manage data collection for SWC programs (outcomes cards, attendance sheets, speaker database, etc.).
- Update the SWC online calendar (using WordPress).
- Update our Monthly Program Flyer (using InDesign).
- Assist with special events, socials and fund-raisers as scheduled (several times each year).
- Schedule semi-monthly outings and give tickets to members at each venue.
- Lead or assist with occasional programs at our center when scheduled.

Hours and Compensation:

The usual work schedule is Monday & Wednesday 1-6:15pm and Friday 1-8:00pm. Additional hours are scheduled as needed to lead or assist with programs, to give out tickets at semi-monthly outings and to assist with occasional social or fund-raising events.

This is a part-time job, approximately 18-20 hours per week. Pay period is monthly and pay is once per month. Hourly wage is \$14.00.

Qualifications:

- Friendly, extroverted personality with the ability to establish and maintain effective working relationships with members, staff, program leaders and volunteers.
- Strong communication, organization and administrative skills.
- Proficiency and experience with Microsoft Office products and use of Gmail is a plus. We will provide training in other computer programs as needed.
- Ability to provide your own transportation when scheduled to work at some outings and events.
- Ability to obtain Act 33/34 clearances.

Physical and Job-related Demands:

While performing the duties of this job, the employee is regularly required to stand/sit for extended periods of time and will occasionally be required to climb steep stairs and move supplies, furnishings or equipment. The noise level in the work environment is usually low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Statement of Non-Discrimination:

All applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex, sexual preference, gender identity (and/or expression) or the presence of a non-job related medical condition/disability.

**Please complete an Application for Employment for this position on our web site at:
www.swconline.org/who-is-swc/employment-opportunities/**



Shepherd Wellness Community

*Helping people living with
HIV/AIDS improve their wellness*

Shepherd Wellness Community

4800 Sciota St. Pittsburgh, PA 15224

email: office@swconline.org

phone: 412-683-4477

fax: 412-683-5755

Employment Application

Date: _____

Applicant Information

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Available start date: _____ Social Sec. # _____

Position you are applying for: _____
 Part time Full time

Are you eligible for employment in the U.S? Yes No

Are there any times you cannot work? _____

Have you ever been convicted of a crime? List type and date: _____

Previous Employment

Company: _____ Phone: _____

From: _____ To: _____

Address _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities:

Reason for Leaving:

Company: _____ Phone: _____

From: _____ To: _____

Address _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities

Reason for Leaving

Company: _____ Phone: _____

From: _____ To: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities:

Reason for Leaving:

Attach separate sheet for additional employment information

Education

High School: _____ City, State _____

Did you graduate? YES NO
 Diploma: _____

College: _____ City, State: _____

Did you graduate? YES NO
 Degree: _____

Additional Education: _____ City, State: _____

Did you graduate? YES NO Degree: _____

Military

Branch: _____ From: _____ To: _____

Professional and Volunteer Organizations

You need not to disclose membership in an organization that may reveal information regarding any protected status

Name _____ From _____ To: _____

Name _____ From _____ To: _____

Name _____ From _____ To: _____

References

Please list professional references other than relatives or previous employers.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Means of Transportation

Do you have a reliable method of transportation? Yes No

Do you have a driver's license? Yes No

Disclaimer and Signature

In exchange for the consideration of my job application by Shepherd Wellness Community (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Shepherd Wellness Community, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and Shepherd Wellness Community may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for preemployment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of applicant: _____ Date: _____

Shepherd Wellness Community is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Please email your completed application to office@swconline.org