**Position Title:** Program Resource Coordinator  

**Organization:** Jewish Family Service of San Diego  

**Position Type:** Full-Time (37.5 hours per week), Non-Exempt  

**Standardized Benefits:** Benefits for this position include a 401(k) plan, medical, dental and vision coverage, flexible spending accounts, life insurance and generous time off benefits.  

**Position Overview**  
The position will be responsible for the coordination of child activity support staff and managing the supplemental resources provided through JFS’s Parenting and Early Childhood programs including the Positive Parenting Program, Healthy Development Services, Preschool in the Park and the Parent Education Partnership. The Program Resource Coordinator will assist as-needed with overall program operations and work at fostering positive relationships between community contacts, lead contractors, families and JFS.  

**Position Requirements**  
The ideal candidate will have or be:  
- Bilingual (English/Spanish required)  
- Bachelor’s Degree with an emphasis on public administration, social work or non-profit management (Master’s preferred)  
- Must be knowledgeable in the field of children/family services  
- Ability to read and write well in English and Spanish (e.g., memos, reports, e-mails, agendas, minutes)  
- Sensitivity to cultural differences present in the organization’s/program’s service population  
- Ability to apply common sense and critical thinking to carry out instructions and make decisions within scope of authority  
- Ability to deal with problems involving several variables  
- Strong proficiency in Microsoft Office, Word, Excel, Power Point and Outlook  

**Contact Information**  
To be considered, please email your cover letter (including salary requirement) and resume to leab@jfssd.org. Please, principals only. Please, no follow-up phone calls or emails.  

**About Jewish Family Service of San Diego**  
Jewish Family Service is a comprehensive human service organization serving the entire San Diego community and Coachella Valley. The agency serves over 35,000 people annually and offers programs and services in the following areas: Adoption; Case Management; Counseling; Crisis Services; Family Violence Prevention and Support; Jewish Connections; Refugee Resettlement; Older Adult/Senior Services; Parenting, Youth & School-based Services; and Training/Education. Discover why Jewish Family Service is One Source for a Lifetime of Help at www.jfssd.org.