*** JOB ANNOUNCEMENT ***

Job Title: Program Coordinator

Company Information: Partners Mentoring Youth of Larimer County is a non-profit agency that creates & supports one-to-one mentoring relationships between positive adult role models & youth facing challenges in their personal, social & academic lives.

General Job Description: The Program Coordinator is responsible for creating and supporting one-to-one matches between youth and adult volunteers and screening and training adult volunteers in Fort Collins & surrounding areas. This is a full-time non-exempt position with benefits; wage based upon experience.

Minimum Requirements: Bachelor's Degree in Social work, Human Services, or related field, plus a minimum of 2 years experience working with youth preferred. Computer skills are essential including proficiency in Microsoft Office.

Desired Requirements: Demonstrated skills in volunteer management, organization, and effective oral and written communications; bi-lingual preferred.

Deadline: 1/3/2016

Submit Cover Letter & Resume to: jobs@partnersmentoringyouth.org - OR - Partners Mentoring Youth Attn: Human Resources 530 S. College Ave., Unit 1 Fort Collins, CO 80524

NO CALLS OR WALK-INS PLEASE