



Foster Arizona Kid Initiatives Coordinator

The Foster Arizona Kid Initiatives Coordinator will report directly to the Director of Program Operations of Foster Arizona. The role requires leadership, development, and implementation of Foster Arizona Kid Initiatives programs/events and other organization all-staff involved events.

This full-time position requires officing onsite with flexibility of schedule. This position includes occasional night and weekend availability specific to organizational needs.

In administration, the Foster Arizona Kid Initiatives Coordinator will:

1. Oversee planning, logistics, implementation, and registration for Foster Arizona Kid Initiatives programming and events
2. Manage event database and program data collection
3. Assist in organizational documentation of processes and procedures related to direct areas of oversight.
4. Other tasks as needed

In communications, the Foster Arizona Kid Initiatives Coordinator will:

1. Communicate with existing and potential community partners to strengthen collaborative efforts
2. Assist in coordination and communication with Kid Initiative volunteer teams
3. Maintain clear communications to program participants
4. Communicate needs, challenges, and successes to Director of Program Operations

In budget and finances, the Foster Arizona Kid Initiatives Coordinator will:

1. Communicate any financial resources needed to effectively accomplish goals
2. Participate in yearly budget and strategic planning
3. Plan event specific spending in accordance to project budget
4. Keep accurate records of any purchases made and submit receipts in a timely manner

Foster Arizona Kid Initiatives Coordinator Services Skills and Qualifications

1. Compassionate and able to relate to different clients with various needs
2. Strong interpersonal skills with proven ability to manage volunteers
3. Flexible and willing to pivot quickly as needed
4. Excellent in organizational and time management.
5. Effective communication skills
6. High critical thinking and problem-solving ability.
7. Able to multitask and handle stressful situations
8. Respectful of team members, program participants, and community partners
9. Qualifies for or currently possess a fingerprint clearance card
10. Computer literacy; efficient in Excel, Word, Google programs and various databases.
11. At least 1 year experience with the foster care population
12. Event planning and volunteer leadership experience preferred

Foster Arizona Core Values

- We value people first - for who they are today and who they can become tomorrow.
- With integrity and intention, we pursue excellence in all things.
- Together, we create adaptable and innovative solutions.
- Compassion drives our engagement in community connections.
- We lead by example to cultivate healthy and dependable relationships.