



WESTMONT

Program Coordinator – Part-time (20 hours/week; 12 months)

Westmont in San Francisco (WSF)

Position Summary: The Program Coordinator position is a part-time (20 hours per week) 12-month staff position responsible for a range of operational, administrative and community life duties with Westmont in San Francisco – a Christian residential living-learning off-campus program housed in a three story multi-purpose facility in the Pacific Heights neighborhood of San Francisco and consisting of two semester-long sessions and a 10-week summer session every year. The position includes housing in a private room and bathroom at the house as well as use of a large communal kitchen. For more information about the program, see the Westmont in San Francisco website at <https://www.westmont.edu/san-francisco>.

Requirements: A minimum of a BA/BS along with exceptionally strong organizational, administrative and people skills/experiences; demonstrated abilities working effectively within a collaborative, team-oriented work environment with diverse programmatic needs and agendas; an ability to also work independently, multi-task and demonstrated attention to detail and follow-through on assigned duties/responsibilities; strong verbal, written, relational and communication skills; a developed spirit of openness and flexibility in response to changing circumstances and priorities; personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations. Experience working with college students, small staff teams and an understanding of urban cultural contexts strongly desired, but not required.

Administrative/Management Responsibilities:

- Coordinate and manage assigned operational/business aspects of the program, including but not limited to Vendorlink processing, facilities maintenance/repair and other financial and operations-related tasks.
- Serve as the primary liaison with the Westmont Business and the Off-Campus Programs offices; working in collaboration with each in attending to program-related financial and application/enrollment matters.
- Serve as resident liaison with the program directors in responding to student or facility emergencies and helping to develop and maintain the facility support structures (disaster plan, first aid supplies, etc.) to properly care and account for students in the event of an emergency (earthquake, etc.).
- Select and supervise the student workers in consultation with the program directors, overseeing student training, delegating specific duties/responsibilities, managing time cards and facilitating regular check-ins.
- Coordinate and systematize various office, facility and recruitment/application logistics and procedures, including program databases, website maintenance and social media platforms.
- Oversee and manage the program, guest room/guest visitor, maintenance and kitchen duty Google calendars.

- Ensure that the program van, rooftop garden and kitchen duty assignments are properly maintained, delegating related responsibilities to student workers as needed.
- Collaborate with and report to the program directors on all of the above areas as needed.

Admissions/Marketing Responsibilities:

- Collaborate with the program directors in coordinating/implementing various marketing, recruitment efforts, including social media/promotional communications, campus visits, preview weekends for prospective students.
- Respond to student inquiries about the program and oversee application, admissions and enrollment logistics in collaboration with Westmont's Off-Campus Programs office.
- Communicate with prospective students and proactively follow-up on student interest.
- Assist in campus recruitment efforts through regular semester visits to Westmont and affiliate colleges as needed.

Community and Student Life Responsibilities:

- Serve as primary in-house contact/liaison for any student or facility emergency.
- Participate in weekly staff meetings, community dinners and house worship times, as well as midterm and final retreats and regular program planning sessions each semester.
- Collaborate with the WSF directors in facilitating and/or assisting in other aspects of the program according to personal interests, abilities, experience and availability.

Additional Responsibilities:

- Expectations for workplace demeanor include but are not limited to: being able to work collaboratively and harmoniously with co-workers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping the program director and staff informed about work progress; maintaining and contributing to an entrepreneurial and creative culture within the program and institute, addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.
- Other duties as assigned.

Reports to: The Westmont San Francisco Director

*** Pay Range:** \$18.07/hr - \$21.84/hr

** The pay range posted for this job opening reflects what Westmont College reasonably expects to pay for this position at the time of posting. Actual compensation will vary based on relevant factors such as work experience, education, training, skill level, and market conditions.*

Application Procedures:

Apply at: <https://webapps.westmont.edu/cgi-bin/WebObjects/employagreement.woa/wa/hr>

Completed applications including cover letter and resume will be reviewed starting May 15, 2023. Contact Brad Berky (415-963-1844; bberky@westmont.edu) for further information or questions. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.