



## **JOB POSTING FOR Program Coordinator – New York & New Jersey**

**JOB TITLE:** Program Coordinator-Small Business & COGIC Liaison - Hurricane Sandy  
**DEPARTMENT:** HOPE Coalition America  
**LOCATION:** New York and New Jersey  
**REPORTS TO:** HCA Division Director

### **Position Overview:**

Schedule and deliver Operation HOPE Services. Provide guidance and assistance to COGIC churches and their members and small business owners and their employees. Duties and Responsibilities include, but are not limited to the following:

### **Disaster Recovery:**

HOPE Coalition America (HCA), in partnership with FEMA, responds to national disasters. We are the financial recovery partner of FEMA, the Department of Homeland Security (Citizen Corps), and the American Red Cross. HCA employees and volunteers (HOPE Corps Associates) provide HCA services and referrals to other organizations and agencies. Provide one on one and group technical assistance to Small Businesses including completing business plans, financial projections, required loan documents, sales and marketing, operation procedures, accounting records and tax filing.

Develop new funding opportunities and coordinate introductions to the vice president partnerships and development.

### **Community Seminars and Presentations:**

Coordinate, schedule and conduct Small Business Recovery Seminars. Collaborate with private, public and nonprofit sectors to coordinate outreach efforts to small businesses.

### **HOPE Corps Volunteers:**

Operation Hope, Inc.'s volunteer organization is HOPE Corps, which coordinates volunteers for all programs. HCA's volunteers serve as seminar facilitators, financial recovery client managers, and deliver on-the-ground financial recovery services. Recruit accountants, attorneys and bankers to make presentations during business recovery sessions.

### **Experience and Core Competencies:**

BA required; finance or accounting classes or experience required.

Must have 5-7 years' work experience in providing technical assistance to small businesses or successfully operating a small business.

Bilingual – English and Spanish preferred.

Must have strong program coordination, organizational, written and verbal communication skills.

Must have extensive experience working with Microsoft Office Suite or other information management systems.

Knowledge of financial planning, business accounting and financial document creation, business accounting principles, all facets of small businesses operations.

**Other Job Specifications and Attributes:**

Additional Attributes: Able to continually adjust priorities to meet client demands. The ability to provide

compassionate guidance and assistance to small business owners and their key employees. Build and maintain a professional relationship with clients and providers of services to our clients.

Additional Interests: Financial planning and literacy, emergency preparedness and recovery, community involvement and public speaking. Work Environment: Must be able to work in various environments.

**COMPENSATION:** \$45,000 – \$50,000 a year based on experience plus a competitive health care package and 401K matching program

**CONTACT:** Questions and a resume should be directed to [Jason.yancey@operationhope.org](mailto:Jason.yancey@operationhope.org) or [resumes@operationhope.org](mailto:resumes@operationhope.org).