



Program Specialist

Job Description

Job Overview:

On the Margins, LLC is seeking a dynamic, passionate, and mission-driven Program Specialist to join our team. The Program Specialist will report directly to the Chief Program Officer and work closely to provide crucial support in the planning, coordination, and implementation & facilitation of various programs aimed at addressing social disparities among youth, their families and communities living on the margins. This position requires a combination of project management skills, program development expertise, strong group facilitation skills and a commitment to social justice. The salary range for this position is between \$60,320 - \$66,560, commensurate with experience. OTM offers a comprehensive benefits package including medical, vision and dental plans, a retirement plan, yearly professional development training stipend, PTO and 15 paid holidays.

Key Responsibilities:

Program Coordination:

- Collaborate with the Chief Programs Officer to develop, outline, implement and track the various programs to ensure successful delivery.
- Assist in the coordination and execution of program activities. This includes pre, during and post coordination of program activities.
- Monitor project timelines and milestones to ensure timely delivery of program objectives.
- Order any material needed for program activities that lie within the pre-identified budget.

Program Implementation:

- Implementation of program activities, including organizing events, facilitating workshops & training, and community engagement activities leading up to program delivery.



- Monitor and evaluate program activities, ensuring they meet established objectives and timelines.
- Maintain and adapt program materials, including training manuals, handbooks, and other resources to meet participants' needs.
- Work closely with team members to identify and address potential challenges.

Stakeholder Engagement:

- Cultivate relationships with external partners, community organizations, and stakeholders to enhance program effectiveness.
- Collaborate with community members to gather insights and feedback for continuous program improvement.

Communication:

- Assist with program marketing and outreach efforts, including developing program materials, engaging with community members, and managing social media.
- Work closely with the marketing specialist to create social media posts and other marketing needs.
- Develop and maintain effective communication channels with program participants, partners, and stakeholders.

Data Management and Reporting:

- Collect, analyze, and report on program data to measure impact and identify areas for improvement.
- Work closely with the research and evaluation team to prepare reports for internal and external stakeholders, highlighting program achievements and outcomes.



Qualifications:

- Bachelor's degree in a relevant field (e.g., social work, community development, public health, or related fields).
- At least two years of experience in program coordination or related roles, preferably in the field of healing justice, social justice, anti-racism, trauma-responsiveness or related areas.
- Strong organizational and project management skills.
- Strong group facilitation skills.
- Demonstrated ability to work collaboratively with diverse groups of stakeholders, including community members, volunteers, and staff.
- Excellent written and verbal communication skills.
- Knowledge of trauma and its impact on individuals and communities, including an understanding of social determinants of health.
- Experience in event planning, community engagement, and program evaluation.
- Proficiency in Google Workspace and other relevant software.
- Passionate about working with communities on the margins of society and promoting social justice.
- Experience working with youth, families and communities who have been impacted by disasters, community trauma and other crises.
- Spanish fluency preferred.

To Apply: Please submit your application [here](#).

About On the Margins, LLC: On the Margins, LLC is a dynamic and growing organization dedicated to the health and healing of communities on the margins of society. We offer a range of programs and services that support our clients, including therapy, coaching, consulting, education, research, and program design, implementation, and evaluation.