

**Human Resources**

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## Program Development Coordinator

**Division:** Early Childhood Services  
**Department:** Head Start/Early Head Start  
**Supervisor:** Associate Director for Family Re-Entry Services

**Qualifications:**

1. High School Diploma required; Bachelor's Degree in Social Work, Criminal Justice or related field preferred.
2. One (1) year experience working with low income, families of various racial, social and cultural backgrounds.
3. One (1) Year experience in supervising diverse programs and/or staff.
4. Licenses required: Valid Michigan's drivers licenses and reliable transportation required.
5. Ability to work at least on (1) assigned night and occasional weekends.

**Job Mission:**

Coordinate services in the areas of employment, housing, and other supportive services for individuals re-entering the community after incarceration, resulting in a smooth and successful transition into the community.

**Performance Standards:**

1. To coordinate partnerships with community partners including the Oakland County Sheriff's Department and local Universities.
2. Facilitate job coaching workshops.
3. Communicate with program participants to ensure appropriate service delivery and follow up.
4. Provide supportive services and engage in employee satisfaction as it relates to employee retention.
5. Supervise assigned staff.

**Hours & Wage:**

\$13.82 per hour (minimum)

40 hours per week, 52 weeks per year

**Location:**

Pontiac, MI