



Program Coordinator

About CSF

Community Services Foundation (CSF) strengthens neighborhoods by providing high-quality programs, events, and resources that engage youth, teens, adults, and seniors in collaboration with our impact investors. Our work takes place in affordable housing communities where we create safe, vibrant spaces that support residents, build connections, and enhance quality of life.

Position Summary

The Program Coordinator is responsible for planning, coordinating, and implementing a variety of community-based programs and events for youth, teens, adults, and seniors. This position works closely with the CSF program team, residents, and community partners to ensure the delivery of high-quality programs, compliance with organizational and grant requirements, and the smooth operation of the community center. The Program Coordinator will also assist with identifying fundraising opportunities and supporting grant-writing efforts.

Compensation & Schedule: Part-time. Up to 20 Hours Per Week.

- Hourly wage: \$17–\$19 per hour, depending on experience
- Must be available during the school year between the hours of 2:00 PM to 7:00 PM

Key Responsibilities

- Coordinate and implement the site's approved workplan, ensuring successful delivery of programs and special events.
- Submit weekly activity updates and monthly reports for review and approval.
- Prepare and update bulletin boards to highlight programs, holidays, and upcoming events.
- Maintain accurate records of program participation, attendance, and related data for reporting and grant compliance.
- Work with the Property Manager to communicate programs and events through text messaging, automated phone calls, and door-to-door outreach.
- Organize and conduct parent and resident meetings, as needed.
- Enforce Center rules and regulations with residents and program participants.
- Maintain a customer service approach in interactions with participants, residents, rental office staff, investors, and community partners.
- Safeguard confidentiality of residents, participants, and staff-related matters.
- Ensure the community center is clean, organized, and well-maintained; request maintenance and janitorial support from the Property Manager when needed.
- Assist with fundraising initiatives and help identify potential grant opportunities or leads.
- Support special projects and perform other related duties as assigned.

Qualifications & Requirements

- Education: Associate's Degree preferred. (Bachelor's Degree in Liberal Arts, Political Science, Recreation, Education, or related field a plus).
- Experience: At least two (2) years of volunteer experience developing and/or implementing recreational, educational, and or social programs.
- Experience with AmeriCorps service or volunteering with a sorority or fraternity is a plus.



- Strong written and verbal communication skills, including the ability to support fundraising and grant-writing efforts.
- Ability to plan and implement programs for diverse age groups.
- Ability to help supervise volunteers effectively.
- Strong organizational skills with the ability to maintain accurate records and meet reporting deadlines.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Adobe applications.
- Must be able to pass a background check including FBI fingerprint check.

Core Competencies

- Program Planning & Coordination
- Community Engagement & Outreach
- Customer Service & Professionalism

How to Apply

Interested candidates should submit a resume and brief cover letter to jjones@csfnd.org with the subject line ***Program Coordinator – [Your Name]***. Applications will be reviewed on a rolling basis until the positions are filled. Positions are available in Montgomery County, Prince Georges County, and Washington, DC.