



*A Coalition to Involve, Connect,
& Empower Parents Across
Michigan*

Job Title: Program Coordinator – 3.0 Expansion Communities

Salary: \$45,000 - \$48,000 annually

Location: Hybrid/Remote position. Should reside in or have prior work experience in Detroit, Grand Rapids, Flint, Kalamazoo, Ypsilanti and/or Lansing areas. Up to 50% travel within Michigan; travel accommodations provided.

Reports to: Director of Education and Advocacy

About Detroit Parent Network:

Detroit Parent Network (DPN) is a community-driven non-profit organization dedicated to empowering parents, strengthening families, and improving the overall quality of education in Detroit. Through advocacy, education, and support programs, DPN works to ensure that all parents have the tools they need to advocate for their children's educational success and well-being.

At Detroit Parent Network, you will be part of a mission-driven organization focused on creating lasting change in the lives of parents and children across Detroit. We offer a collaborative, supportive work environment, opportunities for professional growth, and the chance to make a meaningful impact in the community.

Position Overview:

Detroit Parent Network is seeking a passionate and organized **Program Coordinator** to join our 3.0 Expansion Communities Team. This role will focus on facilitating parent engagement throughout the state of Michigan, working in up to 8 communities across the state. The Program Coordinator will work both remotely and on location to establish and maintain relationships with parents, community organizations, and other stakeholders to support the mission of increasing parent involvement and advocacy.

Key Responsibilities:

- Coordinate, facilitate, and ensure the smooth flow of activities, meetings, data and information related to the 3.0 Expansion Communities program.
- Establish and maintain relationships with parents, community organizations, and other stakeholders both virtually and in person.



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- Engage with diverse populations to encourage and increase parent engagement and involvement throughout Michigan.
- Provide ongoing communication, updates, quantitative and qualitative reports and presentations to ensure the success of initiatives.
- Organize and plan events and activities to increase community involvement, attendance, and advocacy.
- Work collaboratively with the DPN team to support project goals, outcomes, and strategies.
- Assist in the development of training materials and facilitate training sessions for parents and community partners.
- Ensure timely communication and coordination with various communities and teams involved in the program.

Required Skills & Qualifications:

- **Bachelor's Degree** in public policy, education, health administration, organizational management, or a related field, or equivalent relevant experience.
- **Strong Technology Skills:** Proficiency with Google Suite is essential. Comfortable using video conferencing tools for virtual meetings and collaboration.
- **Project Management Skills:** Ability to manage multiple projects, coordinate teams, and meet deadlines. Familiarity with Asana, Monday.com, or other project management platforms is a plus.
- **Communication & Presentation Skills:** Excellent written and verbal communication, with the ability to effectively present and engage diverse groups.
- **Data Management:** Ability to manage and analyze program data to assess progress and outcomes.
- **Event Planning & Management:** Experience organizing events, activities, and community outreach efforts.
- **Passion for Healthy Families:** Strong desire to engage with families and organizations to promote healthy lifestyles and family wellness in the Metro Detroit area.
- **Demonstrated Knowledge & Passion for Healthy Families:** A deep understanding of the importance of family health and the desire to improve the quality of life for families in underserved communities.
- **Experience in Nonprofits or Community Organizations:** Experience working with diverse populations and in community-focused environments ie, schools, higher



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education, health systems, faith and community based organizations along with government officials and/or local businesses is strongly preferred

- **Interpersonal Skills:** Strong interpersonal and communication skills, including problem-solving, conflict management, and collaboration abilities. Experience with training, facilitating workshops, or conducting educational sessions is strongly preferred.
- Ability to travel within the state of Michigan (up to 50% travel; travel accommodations covered). Availability to work evenings (5:00 PM to 8:00 PM) up to 30% of the time.

Benefits:

- Competitive salary based on experience.
- Comprehensive health coverage, including Medical, Dental, and Vision insurance.
- 11 days of Paid Time Off (PTO) for personal, medical, or family matters.
- 10 DPN holidays annually
- Opportunities for professional development and growth.

How to Apply: Interested candidates should submit a resume and cover letter highlighting relevant experience and interest in the position. Please email your application to hadmin@detroitparentnetwork.org with the subject line "Application for Program Coordinator - 3.0 Expansion Communities"