

## **Part-Time Program Coordinator**

[Mothers Care](#) is an innovative, trauma-informed perinatal mood and anxiety screening, assessment, and treatment program in Sonoma County. We are a network of private practice therapists that each have a specialization in working with people during pregnancy and postpartum. Our services are provided in a private practice setting and include short-term counseling sessions, treatment planning, support, education, and community resources. This position will initially be in person with remote work as an option. We are located in the Mothers Care administrative office in Petaluma.

### **Position Details / Salary Range**

12-15 hours a week (approximately 48 hours a month). \$34-\$38 an hour.

### **Job Description**

Mothers Care is looking for a part-time Program Coordinator to assist in operations, data management and communications. We are looking for someone with a passion for public health who wants to help grow a small organization into the next level of services and impact.

The Program Coordinator will work with the CEO to expand program capacity through streamlining current systems to improve efficiency, managing projects as assigned and interfacing with referring medical providers, Mothers Care clinicians and community agencies. The Program Coordinator is primarily responsible for overseeing the intake and data management process for all clients referred to Mothers Care, as well as spearheading outreach efforts to promote the work of Mothers Care. The ideal candidate should be an energetic self-starter with superb organizational skills. Experience with data management and a high proficiency in Microsoft Excel is essential.

Duties include, but are not limited to:

- Monitoring, referring, tracking and documenting all referrals sent to Mothers Care
- Managing a large database and ensuring accurate and consistent data entry
- Working with the Intake Coordinator to initiate assessment for services and ensure timely communication with clients
- Oversee monthly outcome reporting process
- Create and maintain outreach campaigns, with a desire to expand and further develop these efforts

- Maintain the Mothers Care website and social media accounts
- Ensure smooth onboarding of all contracted clinicians
- Assist in bookkeeping, invoicing and billing
- Assist in grant writing and reporting

### **Required Qualifications**

- Highly organized and excellent attention to detail
- Professional and friendly communicator
- Tech-savvy and highly proficient in Microsoft Excel and OneDrive Cloud Storage (or similar Cloud-based system)
- Ability to work with HIPAA-protected information
- Familiarity with Constant Contact or other email marketing system

### **Desired Qualifications**

- A desire to work in public or mental health
- Experience in project management
- Familiarity with website maintenance or design
- Experience in managing social media campaigns
- Experience in grant writing
- Familiarity with insurance billing
- Spanish-speaking

Mothers Care is a casual, fun and supportive work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender, gender identity, sexual orientation, marital status, national origin, disability, age or covered veteran status.

This position will initially be in-person with remote work as an option. All staff are fully vaccinated.

### **To Apply**

Please send a cover letter and resume to: Allison Murphy at [admin@mothercaresupport.com](mailto:admin@mothercaresupport.com).

For questions, please contact Allison via email or call 707-776-0959.