



Contracts Coordinator – Family Development Program

Friends of the Family is accepting exceptional resumes for a Contract Coordinator position. Successful candidate will be responsible for coordinating the contract components for a large LA County contract focused on prevention and family support. The contract objective is to provide a comprehensive, integrated continuum of strength based, family-centered and community oriented resources supporting children and families. Contract Coordinator will be responsible for coordination of contract components in order to ensure outstanding program delivery and implementation.

Hours: F/T; 40 hours/week (Monday – Friday; will require some evenings and intermittent weekends)

Start Date: Immediate

DUTIES/RESPONSIBILITIES INCLUDING BUT NOT LIMITED TO:

- Ensure fidelity to all contract requirements
- Manage contract components to ensure compliance with the least burden on organization
- Establish and maintain relationships with vendors and subcontractors, including the provision of technical assistance
- Management of all subcontractor elements
- Plans, coordinates and performs technical reviews of subcontracted partners/agencies
- Develops systems for data & information tracking, gathering and reporting
- Works with program and administrative team to assist with relevant fiscal, risk management and program components
- Performs related duties and responsibilities as required
- Attends required meetings/trainings and collaborates/coordinates with Friends of the Family managers, other program coordinators and staff in order to provide seamless service delivery

EDUCATION/QUALIFICATIONS/SKILLS:

- Minimum BA in Business, Social Services, or related discipline, along with **3** years experience in Contract Administration, Accounting, Risk Management, Grants Administration, Non-Profit Management or Program Coordination **Required.**
- Fluent in oral and written English & Spanish, **Required**
- Knowledge of general business practices such as administrative basics, general financials, and risk mgmt
- Knowledge of contract management standards, planning, monitoring and compliance practices
- Ability to comprehend and analyze data, documents and reports
- Outstanding spreadsheet (Excel) skills; ability to work with web-based data systems
- Ability to exercise professional judgment and discretion before making decisions
- Experience with LA County departments, particularly DCFS, **Helpful**
- Ability to work with people of diverse social and cultural backgrounds with respect and compassion
- Abundantly energetic, tireless and passionate about work in this domain
- Ability to work both independently and cooperatively as part of a team
- Strong organizational and decision making abilities
- Must be able to work and maintain self-control while under pressure or in stressful circumstances
- Excellent math and written communication skills necessary
- Must be able to lift 25 pounds
- Proficiency in Word, Excel, Power Point, Access, Publisher & Outlook
- Must have a car, be able to drive, have a valid CA driver's license, and current auto insurance
- Satisfactory completion of all background screening requirements

Please submit resume to: HR Manager Email address: hr@fofca.org Please, NO CALLS.