



# United Way OF THE GREATER LEHIGH VALLEY

## United Way of the Greater Lehigh Valley Job Posting

Position: Program Coordinator, PCCD VIP Grant  
Status: Hourly, Nonexempt, Part-time (24 Hrs/week)  
Pay: \$30 per hour  
Grant funded position ends 9/30/2027

### **Position Description**

UWGLV has received a 21-month PA Commission on Crime & Delinquency grant. Through the PCCD VIP grant, UWGLV will work with partners to reduce the negative impact of Adverse Childhood Experiences on students at Raub Middle School by supporting the implementation of trauma informed care practices.

The Program Coordinator will manage the project implementation plan, coordinate grant partner meetings and facilitate communication among partners, manage data collection and entry, support budget management, maintain grant compliance, and ensure deliverables are met.

### **Work Experience and/or Education**

2 plus years of professional work experience in a range of the following: education, criminal justice, health and human services in an administrative, data management or project management capacity. Relevant experience in other sectors or related education considered in lieu of work experience.

### **Skills**

- Solid and proven project management skills
- Ability to facilitate partnerships
- Strong interpersonal skills
- Effective verbal and written communication skills
- Ability to collect, enter, and manage data
- Intermediate user of Microsoft Excel
- Understanding of and commitment to the mission, vision, and goals of United Way
- Staff members who drive a vehicle on UWGLV business must provide proof of a valid driver's license and current automobile insurance.

Reasonable accommodations may be made to enable individuals to perform the essential functions. United Way of the Greater Lehigh Valley is an equal opportunity employer.

### **Benefits Package**

In addition to the base pay and annual COLA increases this position is eligible for annual bonuses. This is a part-time role with benefits limited to a fully paid subscription to Healthiest You telehealth and a 401k retirement plan.

### **Work Location & Schedule**

This position is in person in our office in Allentown, PA for at least 60% of the schedule.

Apply here: <https://my.career.place/static/jobs/program-coordinator-pccd-vip-grant-cmoah0463ncym0jlc0w8b85km?source=uwglv>