



## Position Description: Part-time Program Coordinator, Atlanta

*Pajama Program is committed to maintaining a culturally diverse team and strongly encourages qualified candidates from all backgrounds to apply.*

### **Background and Position Overview**

Pajama Program is a national 501(c)(3) nonprofit organization that promotes and supports a comforting bedtime routine and healthy sleep for children to help them thrive. Since 2001, Pajama Program has delivered over 7 million good nights for good days to children facing adversity by providing new pajamas, storybooks, and resources for caregivers. In 2020, Pajama Program enhanced its services by assuming the programs and staff of Sweet Dreamzzz, Inc., a nonprofit widely recognized for its evidence-based sleep health education. Pajama Program offers bedtime resources and sleep education nationwide, as well as through local programs in New York City, Atlanta, and metro-Detroit. To achieve its mission, Pajama Program relies on a national network of volunteers, generous donors, and partnerships with 4,000 community-based organizations across the United States, including Puerto Rico.

Pajama Program invites children ages 5 to 12 to the Atlanta Center for sleep health education and to connect with adult volunteers through shared reading. The Program Coordinator supports the on-site work at the Center, reporting to the Senior Program Manager. The focus of the role is on volunteer management, including corporate groups, administrative and inventory support, and documentation (photo/video) of programs and events. This person also works with the Development and Marketing & Communications departments. This position is 20-25 hours per week, performed on-site at the Atlanta Center.

### **Essential Functions and Responsibilities:**

#### **Volunteer Coordination**

- **Coordinate volunteers for Atlanta Center programs:** Serve as the primary point of contact for volunteers; schedule and confirm volunteers for programs daily; update and maintain program calendar in Salesforce and ensure proper volunteer coverage.
- **Coordinate volunteer outreach and recruitment:** Promote and maintain up-to-date volunteer opportunities on internal and external platforms; actively seek opportunities for volunteer recruitment and ensure a robust and diverse pipeline; represent the organization at volunteer fairs and events.
- **Create and maintain volunteer-related records and documents:** Maintain accurate entry of volunteer hours; maintain database of corporate and individual volunteers in Salesforce, along with background check clearances.
- **Volunteer engagement:** Organize and participate in volunteer recognition programs and special events; develop rapport with corporate and individual volunteers; strategize meaningful engagement of volunteers; assist in identifying active or potential volunteers who are donor prospects.

### ***Program Support***

- Support the daily operation of the Atlanta Center: Interact with Community Partner staff, teachers, and children; welcome volunteers; assist with Center activities before, during, and after programs; maintain the Center's organization and appearance; provide coverage in the Senior Program Manager's absence.
- Document Atlanta Center events: Photograph events at the Center in compliance with photo strategy set by Marketing & Communications staff; maintain digital archives, and collaborate with social media team.
- Assist with general administrative duties: Perform other duties as assigned.

### **Qualifications**

- BA/BS degree or equivalent and minimum one year's experience relevant to the position.
- Self-motivated and able to make administrative/procedural decisions when necessary.
- Ability to create a welcoming environment.
- Experience working with young children and diverse populations.
- Excellent interpersonal skills.
- Detail oriented, well organized, able to manage multiple tasks.
- Ability to recognize information that requires confidentiality and treat it accordingly.
- Skilled in Office 365 applications, particularly Word and Excel; familiar with database entry and management.

Interested candidates please send a resume and cover letter to [Atlanta@pajamaprogram.org](mailto:Atlanta@pajamaprogram.org).