



Program Support Coordinator

The Program Support Coordinator, in the absence of the House Managers, Evening Managers, Night Managers or Weekend Managers, is responsible for the overall management of the Houses during assigned office hours. This person creates and maintains a warm, comfortable, and safe atmosphere for all Guest Families, volunteers and visitors at all times and offers support to both House Managers. The primary function of this position is to cover personal and vacation days for all House Staff shifts. This position is also responsible for supporting the Family Room during assigned hours to cover personal and vacation days for Family Room staff members as needed.

Position Requirements

The ideal candidate for the position should have a college degree and work experience in the area of Human Services. In the absence of this experience, personal experiences may be acceptable. Excellent communication, time management skills, sound judgment, and problem-solving skills are required. In addition, the candidate must conduct oneself in a tactful manner while working with families and volunteers to be successful in this position. The candidate must be dependable, and able to work with minimal supervision.

Benefits

- 10 paid holidays annually
- 8 personal days annually
- Employee's health insurance premium is currently paid 100% by the Charity.
- 403(b) plan available. The Charity matches 50% of the employee's contribution (up to a 10% maximum)
- Competitive paid vacation schedule

To apply

To apply, send a cover letter, resume, and three professional references with contact information (including at least two of your managers or supervisors) to Justin Littlefield, Senior Director of Operations at house.operations@armhc.org.

Only applicants meeting qualifications will be considered. No walk-ins or phone calls please.

The Organization

Atlanta Ronald McDonald House Charities (ARMHC) nurtures the health and well-being of children and families through its two Ronald McDonald Houses, the Ronald McDonald Family Room, and the Ronald McDonald Care Mobile. Atlanta RMHC has grown significantly in recent years and now provides 81 family-friendly guest rooms in two comfortable, supportive Houses near Children's Healthcare of Atlanta.

Atlanta RMHC has a nurturing and supportive culture, which shows in our caring relationships with the families we serve, and among staff and volunteers. The culture of service, collaboration, and compassion is part of Atlanta RMHC's success.

Atlanta RMHC is part of a global network of Ronald McDonald Houses Charities. Each Chapter is owned and operated locally and is well-regarded within the global network.