

Position Description: Companionship Coordinator

Reports to: Executive Director

Location: Remote (United States-based)

Hours: Part-time (20 hours per week)

Compensation: Commensurate with experience

Position Overview:

We are seeking a highly organized and proactive individual to join our team as the Companionship Coordinator. This part-time contract role involves overseeing the promotion, planning, coordination, and execution of Pathways Companionship training events, supporting Community Trainers, and supporting Companionship partnerships with other organizations.

Key Responsibilities:

1. Program Coordination:

- Coordinate the promotion and delivery of Companionship workshops.
- Coordinate and support coaching of recently trained Community Trainers.
- Maintain accurate database of Community Trainers.

2. Trainer Support:

- Serve as the primary point of contact for trainers, handling inquiries, scheduling, and providing support as needed.
- Coordinate workshops including registration, communication with participants, setting up links for workshops.
- Assuring and keeping records of payment.
- Monitor instructor performance and assist in resolving any issues that arise.
- Edit monthly newsletter for Community Trainers.
- Keep Trainer Portal updated.
- Coordinate recertification of Community Trainers and ensure compliance with standards.

3. Scheduling and Logistics:

- Develop and maintain a schedule of promotional events, group coaching sessions, webinars, and workshops, ensuring that instructors and participants are aware of timelines and deadlines.
- Coordinate any necessary administrative tasks, including registration processes, communication with participants, and ensuring technical readiness for each session.
- Troubleshoot technical issues related to course delivery platforms.

- Coordinate sales of participant materials.

4. Communication and Support:

- Serve as the main point of contact for program participants and instructors, fostering clear, effective communication across all stakeholders.
- Provide ongoing support to instructors and participants, including technical assistance, course materials, and answering general inquiries.
- Keep stakeholders informed of updates, deadlines, and other important program developments.

5. Program Evaluation and Improvement:

- Assist in evaluating the effectiveness of the online educational programs through surveys, feedback forms, and other tools.
- Compile and analyze feedback to recommend improvements for future courses and instructor performance.
- Track and report on key metrics related to course attendance, participant satisfaction, and overall program impact.

Qualifications:

- Bachelor's degree in education, psychology, mental health, or a related field preferred.
- Experience in coordinating educational programs, especially online or virtual learning platforms.
- Strong organizational skills, with the ability to manage multiple programs and timelines simultaneously.
- Exceptional written and verbal communication skills, with an ability to engage effectively with diverse groups of stakeholders.
- Familiarity with online learning platforms (e.g., Zoom, Canvas, or similar platforms).
- Experience or knowledge of mental health care topics and terminology is highly desirable.
- Ability to work independently and remotely, managing tasks with minimal supervision.
- Strong attention to detail and problem-solving abilities.

Preferred Skills:

- Experience coordinating programs with instructors across multiple time zones.
- Knowledge of project management tools (e.g., Asana, Trello) is a plus.
- Familiarity with the mental health care field.
- Fluency in English and Spanish.

Application Process:

Interested candidates are invited to submit a resume and a cover letter outlining their qualifications, interest in the position, and prior pay history. Please include any relevant

experience in online education or mental health care programming. Applications and cover letters due April 11, 2025.

Equal Opportunity Employer:

We are committed to diversity and inclusion and encourage applicants from all backgrounds to apply.

February 2025