2020 PARENT & FAMILY PROGRAMS COORDINATOR

The Johns Hopkins Parent and Family Relations Office, located in the Student Transitions and Family Engagement within the Dean of Academic and Student Services division, provides resources and support for Blue Jay Families as they transition into the university and the new and dynamic experiences that occur in the college environment. The Parent and Family Programs Coordinator will play an integral part in the Parent and Family Relations team and will be responsible for coordinating and implementing various initiatives, programs, and logistics for specific aspects of Orientation. Other responsibilities will include assisting in communications to families, social media engagement. Other roles include conceptualizing, creating, and publishing written and multimedia content for social media channels and websites, attending programs and events.

Any questions about the following job description or application process can be directed to Kesha Williams, Director for Parent and Family Relations at kwill189@jhu.edu or 410-516-7355.

RESPONSIBILITIES OF THE POSITION
This position will also be responsible for supporting our various Family Pre-Orientation programs and Move-In Orientation. Responsibilities include providing support and management of Family Pre-Orientation marketing, developing and implementing supplemental programs for Pre-Orientation participants, and managing communication with participants.

The Family Coordinator will also be preparing and managing programs leading up to Family Weekend. Tasks include volunteer recruitment, logistics, and marketing of Family Weekend via social media and website outlets. The Parent and Family Relations Coordinator position will report to the Director for Parent and Family Relations.

QUALIFICATIONS AND DECISIONS
- Must be currently enrolled in an undergraduate program
- Demonstrate flexibility, creativity, strong communication skills, attention to detail, and a willingness to learn.
- Firm grasp of grammar and punctuation, experience using a variety of social media platforms and/or content management systems (such as WordPress).
- Commitment to inclusion and demonstrate the ability to work with diverse populations.
- Must be capable of working both independently and collaboratively, and bring a sense of humor to work each day
- Demonstrated customer service skills
- Ability to work under pressure
- Proven troubleshooting and problem-solving skills
- Enthusiasm and a positive attitude
- Prior experience with Orientation programs is not required.
APPLICANT CRITERIA:
- All applicants must be in good academic standing with the university
- Applicants must be in good judicial standing with the university
- Must attend and participate in all training programs
- Must be available for all scheduled office hours, and orientation events

APPLICATION PROCESS:
- Current 1 to 2 page resume

COMPENSATION:
- 20-hours/week in late-May-July,
- 30-hours/week August 1-14, and
- 40+ hours/week August 15-30.
- Stipend in the amount of $4,500 to be paid in increments from late May-August 30, 2020

HOW TO APPLY:
- Please send resume and cover letter to bluejayfamilies@jhu.edu

APPLICATION DEADLINE: MARCH 31, 2020, Candidates will be invited to participate in a series of interviews April 4-10. Final decisions will be made April 14.

QUESTIONS:
Please contact Kesha Williams 410-516-7355 or kwill189@jhu.edu