



PROGRAM COORDINATOR POSITION DESCRIPTION

Employment Conditions: 1.0FTE, 12 month contract, with the potential to extend

Location: 21A Sun Crescent, Sunshine VIC 3020

Reports Into: Program Manager

Manages: Volunteer program interns and mentors

Salary: \$65,000 - \$75,000 pro rata plus 10% superannuation

Other entitlements: Access to salary packaging, bonus paid Christmas leave, and a flexible and supportive workplace.

ABOUT RMCC

RMCC helps kids from refugee and migrant backgrounds thrive in school and life.

Our purpose is to tackle the unique and complex barriers faced by children and youth between 5-18 years from refugee, asylum seeker and migrant backgrounds, who now call Australia home, through their settlement journey so they become empowered individuals capable of creating their own opportunities.

We do this by providing unique and tailored mentoring programs in four focus areas of education, identity and belonging, life skills, and mental health and wellbeing, as well as upskilling teachers to better support the needs of the youth within the wider school community. This ensures each young person's needs are supported not only within our programs, but in all facets of their lives to achieve positive educational and social outcomes.

Alice and Bobby co-founded RMCC in response to Alice's lived experience of the challenges she faced growing up in Australia with a refugee background. From humble beginnings RMCC has now assisted over 2,000 children across multiple programs.



PURPOSE OF THE ROLE

Reporting to the Program Manager, the Program Coordinator is responsible for the planning, oversight and delivery of a selection of RMCC programs, the engagement and motivation of program interns and mentors, collecting program data and compiling monitoring and evaluation reports, and the management of school, community and university relationships.

KEY RESPONSIBILITIES

- Oversee the quarterly planning and sign off of program sessions within program portfolio;
- Delivery of RMCC's weekly program sessions and school holiday activities;
- Capture and monitor program data and expenditure, as well as streamlining data capture processes;
- Compile program monitoring and evaluation updates and reports for stakeholders;
- Drive growth and improvement of RMCC's programs and processes;
- Manage and build relationships with partnering schools, businesses and organisations;
- Coordinate, manage and motivate a team of volunteer interns and mentors;
- Conduct research and needs analysis with stakeholders to identify key issues facing the communities RMCC supports;
- Assist where required with other tasks when they arise.



WHO YOU ARE

- Passionate about RMCC's mission.
- Highly professional, confident and sees opportunities when others see challenges;
- Motivated self starter that has a can do attitude and ready to be part of creating change;
- Positive and inclusive;
- An engaging public speaker, comfortable in front of groups and in one-on-one meetings;
- Extraordinary organisational and communication skills, with strong attention to detail;
- Have a natural flare and love of networking and building relationships;
- Ability to have fun whilst getting the job done;

YOUR SKILLS AND EXPERIENCE

- Over 5 years experience in a similar role;
- Hands on experience working with children and youth in a professional setting;
- Proven experience working with culturally and linguistically diverse communities;
- Strong leadership skills, with the ability to lead by example and inspire a team;
- Demonstrated project management skills with varying deadlines;
- Extensive experience in managing a team and keeping them motivated;
- Experience in acquiring and managing partnerships and stakeholders;
- Experience in program monitoring and evaluation.

ADDITIONAL REQUIREMENTS FOR THIS ROLE:

- Current Drivers' License and car
- Current Working With Children Check
- Current National Police Check
- Some out of hours' work may be required, including weekends

APPLICATIONS

Email your resume and cover letter for this role to careers@rmccaustralia.org.au

