



Thriving Together Program Coordinator

To:gether Canby is seeking a **Program Coordinator** to lead our flagship program, **Thriving Together**. Thriving Together is a no-cost membership program supporting local families with weekly access to food and clothing, as well as opportunities to grow, connect, and pursue personal goals.

This position joins a highly collaborative team in living out the mission of To:gether Canby, *in God's love, we renew dignity and inspire learning for youth and families*. The Coordinator oversees the member experience, including but not limited to, onboarding, volunteer team leadership, and education partners, maintaining the standards of dignity, faith and community.

TO APPLY:

Submit resume and cover letter to employment@togethercanby.org.
Cover letter required.

DETAILS:

Position Title:

Thriving Together Coordinator

Reports To:

Assistant Program Director

Classification:

FT, 40 hours, Non-Exempt

Pay Range:

\$24-\$27 Hourly DOE

QUALIFICATIONS:

Required:

- Bilingual in English and Spanish

Preferred:

- Two years experience in a social services role
- Bachelor's degree in Social Work, Human Services, or related field



RESPONSIBILITIES:

Program Delivery (65%)

- Lead member touchpoints including food distribution, financial education, and assistance programs
- Continuously improve program quality and member experience through evaluation and innovation
- Set and execute goals that drive meaningful outcomes for participants
- Oversee program communications in partnership with the Director of Communications
- Support and celebrate member progress while connecting them to broader growth opportunities across To:gether Canby

ADDITIONAL QUALIFICATIONS

- Experienced in client assessment & advocacy
- Integrity and confidentiality
- Trauma informed
- Proven relational skills
- Organized, reliable, self-motivated
- Ability to work with diverse populations
- Working proficiency in word processing and data entry
- Valid driver's license

WORK ENVIRONMENT:

- Standard office environment in Canby, OR, with in-town travel
- Must be able to lift 40 lbs.
- M-F work week, with occasional evening and weekend events

BENEFITS:

- Qualified Small Employment Health Reimbursement Arrangement (QSEHRA), a tax-advantaged reimbursement plan providing reimbursement for a wide variety of medical, dental, and vision expenses
- Paid time off for vacation, sick, 1 personal holiday and 6 paid holidays per calendar year
- Simple IRA with up to 3% employer match, beginning after 1 year of employment
- Tuition reimbursement opportunities for continuing education

RESPONSIBILITIES continued:

Volunteer & Donor Engagement (20%)

- Build and steward relationships with community partners
- Recruit, train, lead, and care for volunteers to create a welcoming, impactful program environment
- Cultivate meaningful member participation in volunteerism

Program Administration & Impact (15%)

- Maintain accurate database records and program impact tracking
- Partner with internal teams to ensure smooth operations, inventory management, and safety standards
- Manage program budget, purchasing, and reporting
- Collaborate with staff to deliver compassionate and dignified services

Because we believe that professionally qualified, committed Christian personnel are key to the operation of a faith-based nonprofit, and that employees, by the pattern of their lives, serve as role models to our participants, the job descriptions for all employment positions at To:gether Canby contain the following statements relating to required personal qualities.

General Employment Requirements

- The employee will have received Jesus Christ as his/her personal Savior, John 1:12.
- The employee will be in agreement with To:gether Canby's doctrinal statement.
- The employee will believe that the Bible is God's Word and standard for faith and daily living, II Timothy 3:16-17.
- The employee will be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for morality and sexual conduct, I Timothy 4:12; Luke 6:40; Colossians 3:17; Titus 2:7-8; I Thessalonians 2:10 and 5:22.
- The employee will be a regular participant in a community of Christian faith that affirms these beliefs/practices.