



## **Position: Program Coordinator, Project Sunshine Israel**

Type: Part time, 60% position (remote in Israel)

### **About Project Sunshine:**

Project Sunshine's mission is to bring connection and joy to children with medical needs through dedicated volunteers who deliver the healing power of play. For 25 years, Project Sunshine volunteers have brought joy and play directly to pediatric patients through our network of medical facility and nonprofit partners across the country. Our programs include in-person play with patients called Here to Play, curated activity kit deliveries called Kits for Play, and live, virtual play sessions called TelePlay.

Over 16,000 trained volunteers deliver programs that provide opportunities for creative expression, socialization, intellectual stimulation, and sensory integration to more than 200,000 pediatric patients and families each year. Our unique volunteer engagement model allows community groups, colleges, and corporations to create moments of connection with pediatric patients, caregivers, and families providing child and family-centered, play-based programming. Project Sunshine partners with 475 medical facilities across the U.S. and in three international locations.

### **About the Position:**

The role of the Program Coordinator is to maintain, execute, and promote the activities of Project Sunshine Israel in a smooth and efficient manner. The coordinator will maintain the existing programs in Israel and potentially expand in the future if funding allows. They will also be in charge of managing the recruitment and retention of volunteers that facilitate the programs.

We are seeking a person with managerial skills who is familiar with the world of non-profit organizations, who supports our mission and vision, and who believes that volunteering can improve the quality of life of hospitalized children and their family members.

The coordinator will work alongside other members of the Program Team from the New York office to ensure all operational aspects of Project Sunshine Israel. The coordinator will be responsible for recruiting, managing and retaining volunteers in the organization, while developing, building and maintaining positive and long-term relationships with the volunteers. The coordinator will be expected to do administrative work, keep track of accounting and liaise with suppliers and medical partners. They will also track programmatic data on the organizations CRM platform.

The ideal candidate will be a collaborator, able to motivate others, service-oriented, with the ability to work independently, and eager to serve children and families facing medical challenges.

### **Principle Responsibilities:**

- Recruit, manage and retain volunteers in the organization, which includes interviews, administration, monitoring, attendance reports.
- Train new volunteers.
- Update social media for Project Sunshine Israel

- Maintain Project Sunshine Israel website.
- Hold weekly meetings with staff in New York office.
- Organize special events, and community outreach efforts.
- Keep ongoing working relationships with providers and partners in the health system.
- Deal with vendors and suppliers.
- Locate new partners - creating and developing collaborations.
- Do administrative work that includes contact with accountants, attorney, etc.
- Maintain and update the database (CRM).
- Collect program impact data from CRM and volunteers for grant reporting and social media.
- Collaborate with New York colleagues on global goals and outreach.

**Qualifications:**

- Bachelor's degree and 4-5 years of experience, preferably in a nonprofit setting
- Strong verbal and written expression in Hebrew and English - **a must** (native speaker level)
- Experience working with volunteers - a significant advantage
- Background in informal education - an advantage
- Strong organizational, and interpersonal communication skills
- Detail-oriented, highly organized, and flexible
- Ability to work individually and collaboratively to meet goals
- Experience with Microsoft Office including fluency with Word, Excel, and Outlook required
- Experience with Salesforce preferred
- Expertise with web-based tools, social networks, Canva
- Enthusiasm for Project Sunshine's mission

Please note:

- Vehicle required - the position requires travel
- Position's scope: 25 hours per week
- The position is offered as a freelance

**Instructions to Apply:**

- Please send a resume (preferably in English) and a cover letter in which you tell about yourself and your desire for this position, to [ariela@projectsunshine.org](mailto:ariela@projectsunshine.org)