

COALITION FOR HISPANIC FAMILY SERVICES
Job Posting

Job Title: Compliance Coordinator
Department: Community Center Programs
Reports To: Director of Community Center Programs
Date Available: July 1, 2019
Deadline to Apply: Open Until Filled

To apply:

Submit a resume and cover letter with qualifications to Amanda Palley-Quinones, Director of Community Center Programs, by 5PM by June 26, 2019 at apalleyquinones@hispanicfamilyservicesny.org

Summary of Position: The Community Center Program Compliance Coordinator is responsible for providing administrative support to the Director of Community Center Programs. This will include clerical and the supervision of program assistances. The Compliance Coordinator will attend weekly individual and group supervision, complete clerical tasks, and attend conferences/trainings as needed.

Summary of Program: CHFS's Cornerstone and Beacon centers are educational, recreational, and social community center programs located in the Williamsburg and Bushwick neighborhoods of Brooklyn. The centers offer free and fun summer camp, evening and weekend programs that prioritizes family and community, and focuses on building values, skills, and relationships through a strengths-based approach.

The duties of the Community Center Programs Compliance Coordinator are as follows:

- Ensure the timely completion of all data collection, entry and storage.
- Develop and Manage workflow calendar for all pertinent parties to ensure successful ongoing programing
- Maintain and improve current record and file system
- Proof/Process Check Requests
- Attend middle management meetings
- Spot check timesheets
- Work closely with BTQ/ Monthly Grid
- Validates accuracy of supply orders
- Collect and prepare the necessary documents for Funder reports
- Assist in the preparation documentation for RFPs
- Interface with DYCD and DOH staff during inspections
- Ensure proper workflow in completion, collection and submission:
 - Department of Health
 - SACC School year Application- Renewal and Site Director update
 - SACC Summer Camp Application- Renewal and Site Director update
 - SACC Violation Corrections

- SACC Completion and Binder Update
- Department of Youth and Community Development
 - DYCD Workscape Development and Completion
 - DYCD Staff Module
 - DYCD Binder Completion and Update
- Oversee Community Center hiring process to ensure Site Directors follow correct procedures.
- Liaison with Human Resources
 - Assure all required documents are submitted prior to Staff Orientation
 - Assist Human Resources with Program Compliance of Employment Letters.
 - Prepare and Submit all Personnel Action Forms for newly hired employees
 - Prepare and Submit Personnel Action Forms for all program employees each semester (School year and Summer)
 - Prepare and Submit Personnel Action Forms each time there is a change in an employee's status.
 - Ensure Proper organization and maintenance of Google Drive folders the J drive created by Human Resources which holds all necessary personal documents for all DOH/DYCD compliance
- Meet with Site Directors monthly
 - Ensure DOH binders/Program Violations and follow up until everything is resolved.
 - Prepare Weekly report for program director to ensure accountability for Site Directors and Program
 - Collaborate with Site Directors to coordinate proper collection of required information for:
 - New Vendors
 - Check Requests
 - School year and Summer Camp trips
 - Permits
 - Mock Site Visit/ Binder reviews
 - Hold Staff accountable for meeting all deadlines
- Special Projects
 - Coordinate interface of all involved parties for the successful production of
 - Community Events
 - Youth Showcases and Performances
 - Field Days
 - Other events and activities
- Additional tasks assigned by the Director of Community Center Programs

Qualifications: Must be a high school graduate, have college credits or expected to enroll by the end of probationary period. Associate Degree in related field preferred. Candidate must possess exceptional organizational skills, ability to work independently and have familiarity with office systems, knowledge of word and excel database. Must be energetic and work in a fast pace environment.