



15279 Alton Parkway, Suite 300
Irvine, CA 92618

freewheelchairmission.org

Job Title: Programs Coordinator, Scholarships
Location: Free Wheelchair Mission, Irvine CA

Reports To: Director of Programs
Status: Part-Time, Non-Exempt

Free Wheelchair Mission (FWM) is a humanitarian, faith-based, non-profit organization based in Irvine, California, USA. Our mission is to “Transform lives through the gift of mobility to people with disabilities living in developing nations as motivated by Jesus Christ.”

There are an estimated 80 million people around the world today in need of a wheelchair. We are focused and committed to being a leading provider of mobility in developing countries, but beyond placing a recipient in a wheelchair, we are bringing transformation that opens doors to education, employment opportunities, and community that these individuals only dreamed of before receiving the gift of mobility.

Free Wheelchair Mission is seeking a Programs Coordinator who not only meets the requirements of the job but has an interest in being part of an organization that is making a significant difference in the lives of individuals in need throughout the world.

Job Summary:

This position will have a focus on the coordination, cultivation and growth of FWM’s wheelchair user scholarship program. The Programs Coordinator will help develop guidelines and processes for the program to promote growth amongst existing partners and recruitment of new partners.

The Programs Coordinator will manage coordination of communication between Regional Coordinators, Programs Director and the Laurie’s Scholars Board.

Responsibilities:

- Assist in the design and implementation of processes and initiatives to manage and cultivate FWM’s wheelchair user scholarship program.
- Assist in the design and implementation of processes to audit compliance and value of the scholarship program.
- Communicate program needs and opportunities to Sr. Programs Manager and Regional Coordinators.
- Responsible for the maintenance of up-to-date records on the entirety of the scholarship program.
- Responsible to create status reports to staff and Laurie’s Scholars Board on the scholar program.
- Occasional evenings and weekends.
- Share the message of Free Wheelchair Mission and our vision.

Minimum Experience and Required Skills:

- B.S./B.A. Degree Required – preferably in relevant background.
- Minimum 1 years in nonprofit program or development services.
- Minimum 2 years administrative experience.
- Intermediate computer skills in MS Word, Outlook and Excel a MUST, and Salesforce skills a plus.
- Ability to work as part of a team, interact diplomatically and build relationships with diverse partners, agents, and groups stateside and internationally. Outstanding verbal, written and interpersonal communications skills a MUST.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 25 pounds.

Compensation:

Depending upon qualifications and experience, \$20 - \$34 per hour.

How to Apply:

Please send cover letter and resume addressing your experience in regard to the responsibilities and qualifications listed above to jobs@freewheelchairmission.org with **Programs Coordinator, Scholarships** in the subject line.

No phone calls please.

Free Wheelchair Mission is an EQUAL OPPORTUNITY EMPLOYER. This position is employed “at will” by Free Wheelchair Mission.