



# MAINE TOWNSHIP

Serving Our Community Since 1850

## Agency and Program Coordinator

MaineStay Youth & Family Services is looking for a full-time Agency and Program Coordinator to join our team. This position is responsible for planning and coordinating a variety of after school programs for at-risk youth, planning community programs, and overseeing the Maine Township agency grant funding process that supports the important work of local non-profit organizations.

### REQUIREMENTS:

- Bachelor's degree
- Ability to work day and evening hours
- Experience working with youth
- Event planning and program development experience
- Excellent organizational skills and attention to detail
- Excellent computer skills

### BENEFITS OFFERED:

- Competitive salary
- Health, dental, and vision insurance
- Generous PTO
- IMRF pension plan
- Life insurance
- Flexible spending account
- Great team atmosphere
- Public Service Loan Forgiveness (PSLF) eligible

If you are interested in learning more about this position, please visit

[mainetown.com/jobs](https://mainetown.com/jobs)

or send your cover letter and resume to [rlyon@mainetown.com](mailto:rlyon@mainetown.com).

