



Program Coordinator, Children's Services

Milk and Cookies (MAC) Children's Program

Richmond, VA · Full-Time · Assisting Families of Inmates

ABOUT THE ROLE

The MAC Program Coordinator is the operational hub of our school and community-based children's program - supervising facilitators, managing family case records, leading program evaluation and expansion, and ensuring every child and caregiver we serve receives consistent, high-quality support.

WHAT YOU'LL DO

- Train, schedule, and supervise MAC Program Facilitators (MSW interns and volunteers) across assigned elementary school sites
- Develop, adapt, and maintain MAC Program curriculum, including weekly session plans grounded in child development, trauma-informed practice, and the lived experiences of children with incarcerated parents; support expansion of online and virtual curriculum
- Facilitate children's groups, as needed
- Conduct family intakes, document case notes, coordinate referrals, and communicate with caregivers and service providers
- Provide guided crisis support for families at school and community sites as needed
- Plan, coordinate, and execute MAC Program special events, including program-wide celebrations, family engagement and community outreach events
- Attend school and partner meetings, follow up on referrals, and maintain collateral contacts
- Oversee administration of pre/post evaluation tools, run caregiver/school staff satisfaction surveys, and analyze and disseminate program data
- Promote MAC services through community outreach and speaking engagements
- Maintain accurate records across case files and Salesforce

WHAT YOU BRING

Required

- Master's Degree in Social Work, or a Bachelor's degree with 3-5 years of work experience in a relevant human services field
- Children & family case management experience
- Trauma, ACEs & child development knowledge
- Working knowledge of the criminal justice system and the impact of familial incarceration
- Experience with diverse populations
- The ability to build trust and collaborate effectively with a broad range of stakeholders, including families, school partners, and community agencies.
- Proficiency in Word, Excel, Outlook, Salesforce



- Excellent written & verbal communication
- Ability to pass VA State Police background check, and background check process for our partners (VCIN/NCIC, VADJJ, VADOC, RPS)
- Occasional evening and weekend availability

Preferred

- Staff or intern supervision experience
- Bilingual — Spanish-speaking
- Group facilitation experience

COMPENSATION & BENEFITS

Salary: **\$60,000 – \$65,000**

Commensurate with experience. Our benefits include:

- Fully funded health, dental, vision, and life insurance
- Annual, sick, and compensatory leave
- Annual retirement contribution
- Remote work — one day per week (when available/barring no meetings or events)

EQUAL OPPORTUNITY

AFOI is an Equal Employment Opportunity and Affirmative Action Employer. All qualified applicants will receive consideration without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, veteran status, genetic information, or any other characteristic protected by law. For accommodation requests, contact family@afoi.org.

HOW TO APPLY

Submit a cover letter and resume via email to:

family@afoi.org

Subject line: PROGRAM COORDINATOR, CHILDREN'S SERVICES

Application deadline: Applications received by **June 8th** will receive preferential review; applications will be accepted on a rolling basis until the position is filled