



Program and Engagement Coordinator

Organization: Foster SQUAD

Location: Ankeny

Reports To: Executive Director

Hours: Part-time, hourly (approximately 20-30 hours per week)

About Foster SQUAD

Foster SQUAD is a nonprofit organization dedicated to supporting foster and kinship families so they can care well for children in their homes. We believe the best outcome for children is safe reunification whenever possible, and we work to strengthen families along the way through practical support, community, and advocacy.

Position Summary

Foster SQUAD is seeking a highly organized, mission-driven Program & Engagement Coordinator to help expand our impact across Iowa. This position will play a key role in supporting our programs, donor engagement efforts, marketing initiatives, events, and day-to-day operations.

The ideal candidate is a self-starter who enjoys wearing multiple hats, building relationships, staying organized, and helping turn ideas into action. This position works closely with the Executive Director and will help ensure Foster SQUAD continues to provide exceptional support to foster and kinship families throughout Iowa.

Key Responsibilities

Program Management

- Serve as the primary coordinator for Foster SQUAD's eQuip Hub program.
- Review and respond to requests submitted through eQuip Hub.
- Coordinate donations, pickups, and connections between donors and recipients.
- Track program metrics and maintain accurate records.
- Identify opportunities to improve processes and participant experience.

Executive Support

- Manage the Executive Director's calendar and schedule meetings.
- Coordinate board and committee meetings as needed.
- Assist with preparation of presentations, reports, and meeting materials.
- Follow up on action items and maintain organizational systems.

Marketing & Communications

- Create flyers, graphics, and promotional materials.
- Assist with social media content planning and scheduling.
- Help maintain website content and program information.
- Draft newsletters, donor communications, and community outreach materials.

Donor Engagement & Fundraising Support

- Assist with donor stewardship activities and thank-you processes.
- Help maintain donor records and communication tracking.
- Support sponsorship outreach and cultivation efforts.
- Coordinate donor recognition and engagement activities.

Events & Community Outreach

- Assist with planning and execution of fundraising and community events.
- Coordinate volunteers and event logistics.
- Represent Foster SQUAD at community meetings and outreach opportunities as needed.
- Help recruit and maintain relationships with community partners.

Qualifications

- Passion for Foster SQUAD's mission and working with foster and kinship care communities
- Strong organizational and time-management skills
- Comfortable working independently and taking initiative
- Excellent written and verbal communication skills
- Ability to manage multiple projects and priorities simultaneously.
- Comfortable with technology and willingness to learn Agile Project Methodology

Preferred Qualifications

- Experience in nonprofit, education, social services, marketing, or community engagement.
- Experience managing social media and creating marketing materials.
- Experience coordinating events or volunteers.
- Familiarity with donor databases or CRM systems.
- Knowledge of foster care, child welfare, or family support services.
- Familiarity with tools such as Canva, Meta Business Suite, Google Workspace, or similar platforms

Work Environment & Expectations

- Available to work a consistent schedule during regular business hours, including designated office days each week.
- Occasional evening and weekend hours are required to support events, donor engagement activities, community outreach, and program needs.
- Potential for travel throughout Iowa as needed for program tasks
- Collaborative, mission-driven team culture
- Positive and solution focused

Compensation

- Hourly, part-time position
- Rate commensurate with experience

Why Join Foster SQUAD

This role offers the opportunity to make a meaningful impact while working in a supportive, mission-driven environment. You'll help tell powerful stories, build community connections, and support families who are doing important work every day.

How to Apply

Email your resume to:

Traci Schermerhorn, Executive Director

traci@fostersquad.org

