



OF ORANGE COUNTY, INC.

Real Men Giving Real Time

Passport Program Coordinator/Chapter Administrative Assistant Job Description

The following is the job description for the position that will be titled **“Passport Program Coordinator/Chapter Administrative Assistant”**. The primary function and duties of the position are as follows:

- ❑ Prepare and maintain master list of contact names, phone numbers and e-mail addresses for local high school and middle school administrators and local churches;
- ❑ Coordinate developing and sending letters for recruitment to participating schools and churches and schedule on-site orientation meetings to expose perspective students and parents to Passport Program;
- ❑ Receive applications for the Passport Program, forward copies to Education Committee Team for review, and respond to applicants notifying them regarding their status with the program;
- ❑ Establish and maintain a database of program participants. Database should include updated information on current students & graduates. Current student information shall include attendance and community service logs;
- ❑ Act as liaison by communicating with program participants and their families on an ongoing basis;
- ❑ Coordinate the outside events or functions for Passport participants (e.g., cookouts, bus trips, Kwanzaa celebration);
- ❑ Organize and coordinate Passport parent group participants and hold meetings with parent groups as needed;
- ❑ Liaison with Passport class site facilities' manager to coordinate the class schedule and to arrange for alternate site location, when needed;
- ❑ Order food and other nourishment for Passport participants in support of Passport class days and official/unofficial Passport events;
- ❑ Liaison with outside organizations who might participate or interact with Passport students (e.g., cultural parade);
- ❑ Attend meetings of the Education Committee;
- ❑ Manage and coordinate the Passport calendar of events and functions;

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- ❑ Liaison with outside vendors providing goods and/or services for the Passport Program or its' participants (e.g. tuxedos, African drummers, printing services)
- ❑ Coordinate and plan graduation and the Rites of Passage Ceremony, in conjunction with the Education Committee. This includes venue selection, invitations, ticket production, food selection, etc.;
- ❑ Ongoing communication with the Education Committee Chair and the Board of Directors related to any Passport Program business or challenges;
- ❑ Liaison and support Passport class coordinators, as needed;
- ❑ Act as Administrative Assistant for the Chapter President to assist with Chapter business.

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