



NON-PROFIT PROFILE:

At Olive Community Services, we are dedicated to enriching the lives of older adults by fostering health, engagement, and lifelong learning. As a community-driven nonprofit, we provide culturally responsive programs that promote active aging, social connection, and holistic well-being for seniors and their families.

Our mission is to empower, uplift, and honor the invaluable contributions of our elders by ensuring they have access to meaningful activities, essential resources, and a supportive community. Through health & wellness initiatives, educational opportunities, and social engagement, we create environments where seniors can stay active, independent, and connected.

As an organization, we champion inclusivity, compassion, and innovation, bridging generations through volunteerism, education, and intergenerational engagement. Whether through technology training, wellness programs, or community events, our work is centered on transforming the aging experience—one program, one conversation, and one connection at a time.

By joining our team, you become part of a mission-driven, impact-focused organization that values collaboration, personal growth, and community impact. Together, we are redefining aging, ensuring every senior receives the dignity, support, and opportunities they deserve.

Olive Community Services – Where Seniors Live, Learn, and Thrive.

PROGRAM COORDINATOR – Part-Time (1099 Contractor)

POSITION SUMMARY:

Olive Community Services is seeking an experienced and self-motivated program coordinator works collaboratively with the Program Manager and volunteers to support the delivery of the Olive LLT (Live, Learn, Thrive) program and outreach.

Key focus areas include the planning and coordination of the LLT program and its activities including setting up the venue, managing registrations, booking speakers and overseeing volunteers, implement Olive's policies and practices, ensure technology is used correctly for presentations, actively help to grow and expand the LLT program to new communities and maintain relationships with current networks.

This is a 1099 contractor position and requires an individual who can manage their own schedule, meet deliverables, and take ownership of key program functions without direct daily supervision.

SCOPE OF WORK:

- Facilitate and lead the delivery of the LLT program in several locations
- Identify and implement Outreach opportunities crucial for Olive's growth
- Maintain program statistics and perform administrative tasks as required
- Ensure that all safety protocols are being followed
- Takes direction from program manager.
- Work will entail in-person and virtual activities as well as some travel outside of Orange County to neighboring counties in Riverside, San Bernardino, LA County etc.

QUALIFICATIONS:

- Cultural competency and sensitivity to working with diverse ethnicities and faiths.
- Strong organizational and administrative skills.
- Ability to manage multiple tasks and meet deadlines in a timely manner
- Strong written and oral communication skills
- Documentation and data management
- Ability to work independently on-site
- Exhibit strong critical thinking and problem-solving skills.
- Proficiency in Microsoft365, Google Suite, and relevant project management tools.
- Must have a valid driver's license, vehicle, and insurance for travel between program locations.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in a related field
- 1–2-year experience in a coordination role or at a nonprofit organization.
- Well-developed administrative and computer skills.
- Proficiency in Canva and WhatsApp

CONTRACT TERMS:

- This is a 1099 independent contractor position, and the individual will be responsible for their own taxes, insurance, and business expenses.
- The contractor is expected to provide their own workspace, equipment, and materials as needed to fulfill the scope of work.
- Flexibility in hours is required based on program needs, with a mix of remote, in-person, and event-based work. A reliable mode of transport is essential for carrying out tasks assigned.

DIRECT REPORT:

Programs Manager

SCOPE & COMPENSATION:

- Part-Time 25hours/week. Occasional evenings and weekends required
- \$20-\$25/hr commensurate on experience and other qualifications
- Growth and development opportunities

APPLICATION:

E-mail resume/portfolio to: info@olivecs.org