**Job Title:** Bereavement Programs Coordinator  
**Status:** Fulltime; Exempt  
**Location:** Hybrid; work must be performed in or near Philadelphia  
**Reports To:** Bethany Gardner, Director of Bereavement Programs

**Position Summary:**  
The Bereavement Programs Coordinator will assist the Bereavement Programs team in the development, growth, operations, and success of Eluna’s Camp Erin programs. This position is critical to maintaining program data and processes that ensure the quality of Camp Erin programming. The Bereavement Programs Coordinator is ideal for detail-oriented individuals interested in program evaluation, data management, corporate relations, and partnership cultivation and care. This position reports to the Director of Bereavement Programs, who is remote. This is a grant-funded position.

**Duties and Responsibilities:**
- Effectively manage pre- and post-camp reporting requirements for the Camp Erin network.
- Oversee Camp Erin program and evaluation data, including e-forms, Eluna’s CRM (Salesforce) data and reports to ensure timely and accurate inputting, tracking and analysis of Camp Erin data.
- Manage timely reporting of metrics and outcomes to Bereavement team and relevant Eluna team members for use in grant applications and reporting, marketing and communications, impact reporting, etc.
- Manage Camp Erin inventory, orders supplies, and distribute camp supplies to partner organizations.
- Facilitate and grow corporate engagement with Camp Erin, including key funder and Major League Baseball engagement, and other opportunities to enhance Camp Erin network benefits.
- Act as primary point of contact for the Camp Erin Network for marketing and communications needs and support Camp Erin marketing needs internally.
- Manage Camp Erin online portal through content development, management of existing content, and user training, oversight, and support.
- Maintain and enhance Eluna’s National Bereavement Resource Guide.
- Recruit, train and supervise volunteers and interns for the Camp Erin program.
- Support the Bereavement team to ensure Camp Erin programmatic quality, enhance partner organization support, and cultivate strong partnership relationships.
- Collaborate with Eluna team members on projects and initiatives as needed.
- Support cultivation and stewardship of relationships with individual, corporate and government funders, and fulfillment of funding deliverables.
- Promote Eluna as a leader in the childhood bereavement field through cultivation of strategic and collaborative relationships.
- Work in the Philadelphia office a minimum of two days per week
Attend and support events as needed.

**Qualifications:**
- BA in Social Work, Psychology, Communications, or related field and a minimum of 1-3 years relevant experience; or associate degree and a minimum of 2-4 years relevant experience; or 5+ years of relevant experience
- Minimum 1-3 years’ experience program or project coordination
- Experience with:
  - detailed data entry and management
  - project management that requires thorough organization
  - supporting successful programs or projects
  - establishing and building relationships with funders, partners, and other stakeholders
  - grant management and deliverables, preferred

**Competencies, Knowledge and Skills**
- Service oriented individual who demonstrates respect, compassion, and care
- Passionate interest in the successful program coordination
- Excellent organizational skills and attention to detail
- Excellent written and verbal communication
- Familiarity with customer relationship management systems (e.g., Salesforce or similar database)
- Ability to nurture and sustain critical relationships
- Facilitation of interdepartmental collaboration to successfully implement mission
- Excellent teamwork, communication, and interpersonal skills
- Demonstrated ability and desire to identify, discuss and challenge the issues and impact of equity, diversity, inclusion and racism on our organization and our stakeholders
- Proven capacity to manage multiple priorities and meet deadlines
- Confidentiality, honesty, and discretion required
- Commitment to Eluna’s mission

**Salary and Benefits**
Salary is competitive and commensurate with experience; salary range is expected to be in the $45,000 - $47,775 range. We offer a comprehensive benefits package with medical, dental, vision, short and long-term disability, a 401(k) plan, flexible spending plan, hybrid work schedule, commuter transit benefits and generous paid time off.

**How to Apply**
Email resume and cover letter with (1) approximate available start date and (2) explanation of how you meet the required criteria to Jean Hefflin Kane, at jeankane@elunanetwork.org. Submissions missing either of these required items will not be considered.

**About Eluna**
Eluna is a public, 501(c)(3) nonprofit with a mission to support children and families impacted by grief or addiction. Eluna supports thousands of children and families each year through its free signature services and programs. Camp Erin® is the largest national bereavement program for
children and teens grieving the death of someone significant in their lives. Camp Mariposa® is a national addiction prevention and mentoring program for youth impacted by a family member’s substance use disorder, and the Eluna Resource Center extends the continuum of care by providing a curated set of online resources with personalized phone and email support for families experiencing grief, addiction, and other related issues.

**About Camp Erin**
Camp Erin® is the largest national bereavement program for youth who are grieving the death of a significant person in their lives. Children and teens ages 6 to 17 attend a weekend camp experience that combines grief education and emotional support with fun, traditional camp activities. Led by bereavement professionals and caring volunteers, campers are provided a safe environment to explore their grief, learn essential coping skills, and make friends with peers who are also grieving. Additional services are offered to support the whole family outside of the camp weekend. Through a network of partnerships with bereavement programs in local communities across the US and Canada, Camp Erin brings hope and healing to thousands of children and families annually and is offered at no cost to families.

Eluna is an equal opportunity employer. Eluna has undertaken proactive steps to learn how to become a more diverse and inclusive organization and we are committed to a work environment that supports, inspires, and respects all individuals and in which personnel processes are merit-based and applied without discrimination on the basis of race, ethnicity, color, national origin, ancestry, age, sex, religion, creed, disability, sexual orientation, gender identity and/or expression, genetic information, marital status, domestic or sexual violence or stalking victim status, honorably discharged veteran or military status, or any other protected characteristic as established by applicable state or federal law.