

Program Coordinator 2023

Pay: \$21 per hour

Days: Mon-Fri

Hours: 25 hours per week/ 32% Remote/Virtual Work, 50% Commuting, 18% In Person

Benefits:

- Holistic and positive working environment
- Paid Professional Development Trainings
- Yearly Bonuses and Incentives
- Some Remote Work
- Being a part of the major impact in youth lives
- Countless opportunities for expansion in personal development
- Scholarship opportunities for collegiate staff
- Paid self-care activities, workshops, and stipends
- 24/7 access to Employee Assistance Program "EAP" by NexGen EAP
- Discounts to local and national services and products
- Part-time only benefits: 401k Retirement, Paid Time Off

Description:

A program Coordinator identify potential funding needs to draft grant requests and develop ideas to market their programs to the desired target audience. They may also be responsible for purchasing equipment or other supplies needed to carry out program events.

Role and Responsibilities:

- Monitor, approve, and track program expenditures for activities and materials
- Prepare financial statements and maintain records pertaining to program activities.
- Purchase, sort, and distribute supplies for programs monthly
- Assist key staff with forecasting program needs
- Schedule: Staff's work schedule, program work, and events
- Oversee daily program operations, coordinate the activities of the program, and set priorities for managing the program.
- Prepare or assist in the preparation of grant requests and funding continuation from grants and sponsors.

Other Responsibilities:

- Submit accurate, timely, written reports.
- Aid in or handle special assignments as directed.
- Complete basic administrative work.

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Skills and Qualifications:

- At least 2 years of working experience in managing a team, medium size budgets, and
- Ability to analyze, interpret, and organize large amounts of data
- Excellent problem-solving and analytical skills to be able to work under pressure and easily adapt or pivot to attain desirable outcomes
- Self-motivated with organizational skills and excellent time management skills, and must be able to work towards meeting multiple deadlines simultaneously
- Ability to compile and organize findings and data retrieved before presenting it to management
- Must demonstrate awareness and acceptance of cultural differences of the organization's stakeholders (staff, youth, parents, funders, community)
- Demonstrate strong leadership skills
- Close attention to detail and the ability to plan ahead
- Administrative and clerical skills
- Excellent Interpersonal skills, including excellent written and verbal communication

Education and Other Requirements:

- High school diploma or GED
- Must be at least 21 years of age
- Computer literacy and competency
- Valid driver's license, clear driving record and current automobile insurance.
- Must pass TBI Background check and all internal background verification requirements
- Must have proficient, documented background experience and training in related area