PROGRAM COORDINATOR

Job Description:

**Program Coordinator** is an administrative professional specialized in managing, coordinating and overseeing of planning, implementing, marketing and evaluating different projects. They are often a liaison to the company executives and the staff working a company’s special program, whereas a program director or manager tends to focus mainly on the program, although the titles are not exclusive.

Job Responsibilities:

* Coordinate the various workings within the project
* Liaise with company executives about status of program and program’s needs
* Monitor and approve program expenditures
* Prepare financial statements and maintain records pertaining to program activities
* Purchase or approve the purchase of equipment and supplies needed by the staff and program
* Supervise the program's staff
* Schedule program work, oversee daily operations, coordinate the activities of the program and set priorities for managing the program
* Manage marketing and outreach to the community
* Prepare or assist in the preparation of grant requests and funding continuation from outside sponsors
* Support planning and coordination of a program and its activities
* Ensure implementation of policies and practices
* Maintain budget and track expenditures/transactions
* Manage communications through media relations, social media etc.
* Help build positive relations within the team and external parties
* Schedule and organize meetings/events and maintain agenda
* Ensure technology is used correctly for all operations (video conferencing, presentations etc.)
* Prepare paperwork and order material
* Keep updated records and create reports or proposals
* Support growth and program development

Job Qualifications:

* Bachelors in operations management or related field
* Masters in operations management or related field preferred
* Additional applicable certifications preferred
* Experience as a Program Coordinator

Opportunities as a Program Coordinator or are available for applicants without experience in which more than one a Program Coordinator is needed in an area such that an experienced a Program Coordinator will be present to mentor.

Job Skills Required:

* Excellent time management skills and ability to multi-task and prioritize work
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Ability to multitask
* Strong knowledge of office procedures
* Proficiency with computers and Microsoft Office
* Good knowledge of filing systems
* Great attention to detail
* Leadership skills
* Ability to resolve staff issues