



Job Title: Program Coordinator

Status: Part-Time or Full-time, non-exempt

Supervision

Takes direction from the Executive Director

Major Responsibilities

1. Oversee the logistics and management of the Fellows Program.
2. Assist in the execution of the ALF-GVC Communications Plan.
3. Provide administrative support to the organization.

Essential Functions

1. Oversee the logistics and management of the Fellows Program, including but not limited to:
 - a. Determining the schedule of class events, including sessions, Orientation, Wilderness, Taking Stock, and Commencement. Verify dates with other chapters, facilitators, and contractors.
 - b. Securing all facilitators and vendors, including the coordination of their contract and terms, accommodations, travel, meals, tours, etc., for related activities.
 - c. Ensure effective negotiation of program contracts – meals, multi-media services, facilities, transportation, etc.
 - d. Manage the development all applicable program collateral and support materials including brochures, invitations, programs, agendas, itineraries, multi-media presentations, etc.

- e. Supervise the development of appropriate evaluation instruments, synthesize event results, and present results in laymen's format.
 - f. Compile and organize historical records of events,
 - g. Oversee timely, thorough, and accurate communication with current class members throughout the duration of the program.
 - h. Other applicable duties, as assigned.
2. Assist in the execution of the ALF-GVC Communications Plan. Duties include, but are not limited to:
 - a. Website administration, including keeping content current, accurate, and accessible for ALF-GVC users and the public.
 - b. Developing and executing a social media strategy utilizing multiple delivery platforms to provide information and acknowledge ALF-GVC contributors.
 - c. Create, schedule, and distribute electronic communications to ALV-GVC's network and partners.
 - d. Assist with designing, production, and distribution of ALF-GVC materials in both digital and print mediums.
3. Provide administrative support to the organization. Duties include, but are not limited to:
 - a. Database administration support, including data entry, creating and processing donations, sponsorships, maintaining contact information, and report development.
 - b. Maintain company calendar.
 - c. Respond to and direct ALF-GVC phone and email inquiries to appropriate staff members.
 - d. Greet persons entering the ALF-GVC office and addressing their needs in a professional, appropriate and timely fashion.
 - e. Perform general clerical duties including picking up and processing mail, photocopying, and filing.
4. Serve as back-up support to other members of the ALF-GVC staff, including but not limited to providing on-site staff assistance at ALF-GVC events as needed and other duties as assigned.

Required Skills and Abilities

- Communicate clearly and effectively orally and in writing.
- Prepare clear and concise correspondence, memorandum, reports, and other written material.
- Effectively negotiate contracts in the best interest of the organization.
- Troubleshoot and solve problems.
- Manage time and multi-task efficiently.
- Organize and prioritize tasks.

- Establish and maintain effective working relationships.
- Meet deadlines and remain calm under pressure.
- Pay attention to detail.
- Operate with high professional standards.
- Maintain confidentiality.
- Use a computer and other office machines including printers and copiers. Must possess a working knowledge of Microsoft Office – Word, Excel, PowerPoint, and Outlook required.
- Drive a vehicle with a valid Class C California driver’s license, including proof of vehicle insurance.
- Travel in concentrated windows of time in coordination with organizational activities, as needed.
- Travel by car, airplane and/or train, as needed.

Preferred Skills and Abilities

Preference will be given to candidates with the following skills and abilities:

- Working knowledge of any and/or all of the following systems and applications:
 - **Salesforce** for Nonprofit
 - Wix
 - MailChimp
 - Social media platforms including but not limited to Facebook, Instagram, Hootsuite, LinkedIn, and YouTube
 - Adobe Illustrator
 - Canva
 - Web Analytics

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Minimum of five to seven years of relevant event planning, communications, administrative and/or related business experience.

Training:

Equivalent to an associate degree from an accredited university with major course work in business, communications, or related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; works with computers; uses telephone extensively. Travel to various functions in vehicles or other transportation, as needed. Flexible schedule options with the ability to work from home for a portion each work week.

Physical Conditions and Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to:

- Sit for prolonged periods of time;
- Use hands to finger, handle, or feel;
- Reach with hands and arms;
- Talk and hear;
- Stand and walk;
- Lift and/or move up to 35 pounds; and
- Drive a vehicle for periods of time.

Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

The employee must also have the ability to:

- Pay attention and focus;
- Follow instructions; and
- Listen to and comprehend communication from the Interim Executive Director, co-workers, Senior Fellows, current class members, prospective class members, donors, and vendors.

COMPENSATION

- Salary: \$22-\$28/hour, 25-40 hours per week
- Medical, dental and vision insurance stipend
- Paid vacation and sick leave
- Professional development stipend

- Flexible schedule
- Working from home option available

Interested Candidates:

Interested candidates should send a cover letter and resume to Kirstie Boyett Zacharias, Executive Director, at kirstie@greatvalley.org by September 1, 2022.