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# Example of Coordinator, Administrative Program Job Description

Our growing company is looking for a coordinator, administrative program. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for coordinator, administrative program

* Perform duties associated with scheduling, organizing, and operating conferences, seminars, and events, including arranging for travel, recommending vendors for services, overseeing the production and distribution of materials, coordinating logistics, coordinating staff and volunteers, and serving as liaison with internal and external vendors
* Maintain and update approved content on websites and social media
* Perform human resources transactional support, time cards, I9s, labor distributions, and hiring
* Act on behalf of the supervisor in regards to establishing priorities and identifying and resolving problems that are administrative in nature
* Provide administrative oversight for fellowship program
* Work well with project managers
* Prepare, organize, and conduct interviews with research participants
* Recruit, screen, and consent eligible study participants
* Collect data and safeguard the confidentiality of subjects as necessary
* Conduct quantitative and qualitative data analysis (e.g., code interviews and assist with data entry/data management)

## Qualifications for coordinator, administrative program

* Expense and budget analysis
* Minimum of 5 - 10 years’ experience in insurance executive suite management
* Strong familiarity with MS Project or equivalent Project Management software tools
* Previous work experience with a Property and Casualty insurance carrier or agency is highly desirable
* Ability to work constructively in a team environment independently
* Bachelor’s degree in human services related field and [one year experience supporting individuals with intellectual and developmental disabilities] [a minimum of one year experience in a supervisory or management position in the human services delivery system] OR at least three years’ experience providing support to individuals with intellectual and development disabilities