Downloaded from <https://www.velvetjobs.com/job-descriptions/coordinator-programming>

# Example of Coordinator, Programming Job Description

Our company is searching for experienced candidates for the position of coordinator, programming. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for coordinator, programming

* Work closely with Research to influence data-informed decision making (both short-term and long-term)
* Be creative and forward thinking to figure out ways to improve our content and make our processes more efficient
* Establish and maintain transparent, functional relationships with target communities
* Ensure daily activities at the field level follow implementation guidelines
* Ensure successful distribution of payments
* Assist in the collection of data, assessments and proposal development related to CTP
* Prepare and maintain/update detailed CTP work plan(s) that support and achieve the overall grant timeline and completion date
* Provide direction and monitor implementation of the CTP work plan and quality of technical activities, share relevant information and direction to improve quality and achieve timelines
* Adopt and maintain relevant standard operational procedures (SOP) for cash interventions
* Manage the circulation and distribution of cash assistance instrument

## Qualifications for coordinator, programming

* Ability to use standard office software (Microsoft Word, Excel, ) and student information systems
* Experience supervising student employees and/or volunteers
* Professional experience using student information systems
* Ability to work independently in cross-functional groups
* Administrative experience preferably within a television production environment
* Experience with Final Cut or willing to learn