



Example of Program Coordinator, Senior Job Description

Powered by www.VelvetJobs.com

Our company is hiring for a program coordinator, senior. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for program coordinator, senior

- Review and evaluate awards to ensure compliance with government rules and regulations, looking for over-awards, under-awards, and discrepancies
- Participate in outreach activities for the College of Medicine
- Develop and facilitate workshops and meetings
- May coordinate, monitor or supervise the activities of subordinates
- Assists with the coordination of all development and alumni events, and is responsible for the Freshman Alumni Welcome Celebration, the Senior Sendoff, and the Burrito breakfast and auction hosted by the CALS Alumni Council
- Facilitate the Cancer Center's Speaker's Bureau by compiling a speaker roster and assist in planning events and speaking engagements
- Manage all event planning for workshops and webinars including but not limited to finding locations, invites, helping to develop agendas and all communication with participants
- Coordination of the overall project including communication with all Co-PIs and partners, meeting facilitation and notes, and meeting with the PI
- Chair the SWFSC communication subcommittee, tasked with prioritizing and developing factsheets from SWFSC working papers and a overall communication plan for getting science to the public
- Manage available photos for SWFSC use on website and other materials

Qualifications for program coordinator, senior

- Licensure as Registered Nurse by Board of Nurse Examiners for the State of Texas with a minimum of a Bachelors of Science in Nursing, Master's degree preferred
- Outstanding organization and time management
- Project management also a plus
- Must have ability to work professionally with different levels of management within the organization
- Strong analytic ability when researching client inquiries a must