



# Example of Program Coordinator, Senior Job Description

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Our innovative and growing company is looking for a program coordinator, senior. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for program coordinator, senior

- Leads project staff to produce project deliverables by making project-specific assignments, setting priorities, coaching and advising on technical issues and industry applications, and overseeing quality
- Plan, prepare budget, arrange itineraries and coordinate all travel, lodging, and meals for prospective student recruitment workshop
- Other activities as identified by PHC and Arizona AETC
- Coordinate vendor selection
- Monitor or supervise the activities of subordinates and volunteers
- Prepare budget proposals and recommendations
- Prepare proposal for funding and/or funding continuation from outside sponsors
- Process new residents, graduating residents, and provide required documentation to the House Staff Office, including implementation of the surgery rotation schedule, revisions and distribution and process of documentation for residents in rural rotations
- Prepare budget proposals and recommendations and establish budget control system for controlling expenditures
- Support global partner account manager team with all partner requests

## Qualifications for program coordinator, senior

- Proficient in the implementation and/or use of project management software or similar
- Proven strong time management and organization skills, including significant attention to detail and ability to multi-task in a work environment constrained by shifting deadlines and priorities
- Bachelor's degree, preferably in transportation, planning or related field
- Effective oral and verbal communication skills
- Demonstrated ability to work well with a team and under supervision