



# Example of Program Coordinator Job Description

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Our innovative and growing company is searching for experienced candidates for the position of program coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for program coordinator

- Provide general administrative support and scheduling
- Provide accounting and procurement support
- Liaise with information technology
- Staff several committees
- Coordinate and communicate (emails, phone calls, walk-ins) with program participants including students, faculty, and staff
- Coordinate program services with campus offices and travel vendors
- Manage and maintain database for all global programs
- Research, prepare, and distribute visa information
- Manage the collection of required documents such as visas, release forms, travel documents
- Prepare, produce, and distribute program materials

## Qualifications for program coordinator

- Coordinate program delivery
- Perform general office tasks as assigned
- Coordinate shipping, insurance, loans, travel, storage, and logistics for current, future, and traveling exhibitions
- Help to plan and manage exhibition installation, maintenance, and de-installation to current museum standards by creating production and staff schedules

- Work closely with partnering institutions to facilitate traveling exhibitions