



# Example of Program Coordinator Job Description

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Our company is looking for a program coordinator. 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

- Maintain CBC IAP membership records and track renewals
- Prepare donation reports for Advisory Board Meeting and Faculty Retreat
- Prepare monthly financial report for departmental outreach activities
- Serve as overall project manager for ongoing and developing research activities
- Assist in implementation of research studies
- Will support the external funding development process
- Prepare project-related abstracts, posters and/or manuscripts
- Coordinates, monitors or supervises the student peer mentor program with direction from the FYE Program Coordinator, Sr
- Develops and recommends new or revised program goals and objectives
- Develops and schedules peer mentor training program in accordance with goals of the college and university and funding limitations

## Qualifications for program coordinator

- MEARS (Mechanized Appropriation Request System)
- Possesses skills & recent experience in estimation of budgetary & resourcing needs of projects and/or programs
- Recent experience managing Project-Portfolio financials
- Ability to supervise students
- Support the implementation for the Rotable category Management 3rd party

- Establish and maintain a positive relationship with the partner's employees, and cross functional teams at all levels of the organization