

Example of Programming Coordinator Job Description

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Our company is growing rapidly and is looking to fill the role of programming coordinator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for programming coordinator

- Ensure that CPO is maintaining beneficiary's database and resolve the queries in conjunction of concerned departments
- Conduct field visits on monthly basis and maintain the MOVs for official record
- Manage/monitor CTP budgets and track expenditures to ensure that all spending is in line with approved budgets and timelines, including developing monthly program spending plan and cash forecasts
- In coordination with the M&E department, develop monitoring tools for cash modalities and ensure the monitoring reports are produced on time for management review
- Ensure that the project is carried out according to planned budget lines
- Adhere to the weekly and monthly reporting deadline advised by the line manager
- Establish Cash Based Programme body of knowledge for WV Jordan
- Establish CBP library with collection of internal and external literatures including learning Event reports, evaluation reports, Journals, etc...
- Continuously assess and strengthening Cash Transfer Systems and approaches utilizing experience and lessons learned from previous Cash Transfer interventions
- Keep track of cash transfer projects performance, contribute in conducting PDMs and implementation of the learning in next transfers

- 1 year or equivalent experience in television programming or collegiate sports is necessary
- Comprehensive knowledge of MS Office and excellent research skills
- Strong knowledge of the national college landscape
- 1+ years of experience in television or film
- Knowledge and Experience in public relations, programming or events management preferred
- General knowledge of TV, Entertainment and Pop Culture