



Example of Programs Coordinator Job Description

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Our innovative and growing company is hiring for a programs 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 programs coordinator

- Assist with the development of documents for grant applications, as needed
- Assist with the shipment of study materials to foreign sites
- Coordinate graduate application submissions for trainees in the program
- Coordinate logistics for workshops in international locations, including the development of meeting materials, budgets, room logistics, meeting evaluations, and travel arrangements for participants
- Design quarterly newsletters for programs
- Develop content for websites and liaise with student assistant to keep online materials updated
- Develop program recruitment materials including flyers, brochures, and other handouts
- In partnership with the Program Manager, track trainee progress in the program including maintaining records of trainee responsible conduct of research training, individual development plans, and other fellowship requirements
- Maintain program physical and electronic files
- Maintain records of CDC Import permits and work with program manager to renew materials on a yearly basis

Qualifications for programs coordinator

- Demonstrate leadership and adaptability, with willingness to readily and

- Able to handle sensitive situations and confidential information
- Superior self-management skills, independent initiative and ability to collaborate are essential
- Ability to build effective internal and external relationship networks including supporting others to enthusiastically work towards common objectives
- Effective verbal and written communication skills, reflecting an understanding of the appropriate use of communication technologies and an appreciation that each audience requires its own approach
- Perform unassigned duties as needed