



Example of Programs Coordinator Job Description

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Our growing company is looking 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

- Wire monthly stipend payments to trainees in foreign countries
- Assist Sales Directors in event planning and execution
- Execute and oversee the ongoing project maintenance of integrated and omnichannel marketing programs (inclusive of briefing internal creative, legal counsel, and marketing teams)
- Oversee the efficient operation and compliance for finance, accounting, subcontract management, and other administrative functions
- Provide support on procurement related matters, adhering to USG and USAID regulations
- Oversee efficient, streamlined, and compliant implementation of the subcontracts
- Monitor budgets and invoices to ensure that expenditures are in compliance with USG and USAID policies and regulations
- Develop budgets and forecasts which align with work plans
- Prepare approval requests per client requirements
- Ensure strong coordination and communication among project staff

Qualifications for programs coordinator

- Demonstrated leadership abilities (preferred candidates will have experience supervising undergraduate and graduate student staff)
- Bachelor degree in Marketing or Business

- Project management and process optimization skills, technically savvy - computer and Internet skills
- Knowledge of social media campaign tools a plus
- Ability to resolve problems on the spot diplomatically with regard to important on-going relationships with faculty, service providers, and partners