



Example of Programs Coordinator Job Description

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

Responsibilities for programs coordinator

- Demonstrated ability to work effectively with individuals and groups from a variety of identities, cultures, and backgrounds
- Ability to work efficiently with minimal supervision, and possess an appreciation for detail
- Must be able to work some evening and/or weekend hours
- Must be energetic, a self-starter, and be able to work well under pressure
- Assist in recruiting, training, advising, and mentoring student leader group, Lopes Connection Crew
- Maintain and updates relevant social media content on a regular basis, ensuring accuracy of information
- Assist in annual plans, application processes, budgets, finances, and accounting
- Assist directors in managing student fundraising accounts
- Assist with the management of crises on the field when necessary
- Assist in coordination and processing needs of all student industry trips

Qualifications for programs coordinator

- Good computing skills (Excel and Access in particular), and excellent interpersonal skills, particularly with people from different backgrounds (logistics, computing, production managers)
- Strong computer skills (including Excel) and good general knowledge of HRIS systems
- High school graduation or equivalent AND two years of experience in public

- Demonstrated ability to work independently and to meet required deadlines
- Strong organizational skills, attention to details, and excellent time management