



Position Description: Program Coordinator

Basic Function: The program assistant position performs various programming functions including but not limited to working with students and supporting curriculum. The program assistant monitors program workshop, attendance, coordinate supplies for workshops, and the curriculum.

Principal Accountabilities:

1. Assist with planning and coordination of programs and their activities
2. Monitor implementation of program policies and practices
3. Work to keep programs on schedule, within stated budgets and functioning smoothly
4. Support program growth and development as necessary
5. Coordinate program communications
6. Manage staff work assignments, workloads and work schedules including manpower resources
7. Administer or oversee fund raising operations for programs as well as community outreach
8. Coordinate interactions/relationships between staff, parents, volunteers and all other program stakeholders
9. Schedule and organize program-related meetings and events
10. Oversee the use of technology for program operations, such as video conferencing technology, presentation software and other communications technologies, for instance
11. Create and maintain program records, reports, presentations and proposals
12. Facilitate positive relations between the program team, the public, the media. other departments within the organization, and all other involved parties.
13. Other duties as required

Desired Qualifications: Must have experience in using Virtual Platforms (i.e. Zoom, Google Meet) Microsoft Office products, i.e., WORD and EXCEL and/or Google Suite. Experience in working with customer relationship management systems, learning management systems and strong written communication skills. Organizational and prioritization skills are required, as well as an ability to learn quickly and work within routine deadlines; observant and self-motivated. Good communication skills in the English language and able to work in teams.

Supervises: None

Status: Contract (i.e. Up to 20 hours per week)

Pay: Hourly Pay range \$20/hr to \$25/hr (depending on depth of experience)