



Program Coordinator

Status: Part-Time (15-20 hours/week)

Reports to: Program Director

Position Overview

The Program Coordinator provides support to the Mission Triangle Program team working to ensure that the logistical, technical, and administrative functions of programming are excellent.

Duties and Responsibilities

- **Provide Logistical Support of Key Mission Triangle Programs**
 - Work with Champion Engagement Coordinator to complete program marketing and communications
 - Organize, promote, and coordinate all training events for the office, including sharing all pre- and post- training resources
 - Respond to all nonprofit logistical questions
 - Ensuring the proper scheduling, hosting, and support of the Program Director or MT trainer who will be leading the event
 - Point of contact for program partners (printer, A/V, church hosts, etc)
- **Ensure Program Policies and Procedures Maintenance and Compliance**
 - Keep Policies and Procedures manual up to date and utilized
 - Monitor and inform Program Director of Nonprofit member participation
- **Coordinate IT and Technology Resources**
 - Annual Portal Update
 - Annual Baseline Health Assessment completion
 - Utilize Salesforce to ensure nonprofit information accuracy
 - Program Event posting and updating on website
- **Nonprofit Encouragement**
 - Point of contact for organizations that “need that extra encouragement”
 - Collect prayer requests and coordinate prayer

Qualifications

The Program Coordinator must be a follower of Jesus Christ. He/she must also be committed to growing as a nonprofit leader, learner, teacher, and coach.

- Agreement with the MT statement of faith, values, and core beliefs

- Self-starter with administrative experience and skills
- Ability to execute on key operational tasks
- 4-year degree preferred

Compensation

This position is an hourly position in the range of \$18-\$20/hour based on experience and skill set.

Working conditions

The Program Coordinator is expected to work an average of 15-20 hours per week. The job is predominantly office-based and by necessity most hours are during core office hours Monday-Friday 9am-5pm. Activities/events may require occasional evening, early morning or possible weekend work. Employee will need to be able to periodically lift objects up to 25-pounds.