



MISSIONTRIANGLE

## Program Coordinator

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

Reports to: Program Director

### Mission Triangle

*Mission Triangle is a nonprofit located in the Triangle with a nearly 30-year history dedicated to expanding the impact of Christian-led nonprofits. We believe healthy, Christian-led nonprofits transform communities and we are fortunate to have a front seat to equipping and partnering with hundreds of organizations on their journey to health and sustainability.*

*We have the privilege of helping nonprofits turn their passion into nonprofit best practice by teaching biblical truths with sound business principles. If you desire to belong to a team that is focused on impacting the lives of others every day, this organization could be a great fit for you.*

*Our clients are faith-motivated nonprofits with a general operating budget of \$50k – \$4 million. Many are grass-roots organizations that developed to meet a particular need they saw and courageously stepped forward to fill. If you have experience working with nonprofits – or desire to experience the joys of working with organizations doing incredible Kingdom work – we extend a welcoming offer to apply for this unique role.*

### Position Overview

The Program Coordinator provides support to the Mission Triangle Program Team working to ensure that Mission Triangle truly adds value to all engaged nonprofits.

*You will love it here if you:*

- Are **GOSPEL-FOCUSED**
- Are committed to **EXCELLENCE**
- Enjoy serving the **COMMUNITY**
- Have a heart for **GENEROSITY**

*As a member of this team, you will have a leader who is committed to:*

- *Taking time to truly understand your role, unique gifts, and how you can contribute to the mission*
- *A culture of continual growth (stepping into excellence rather than leaping into excellence)*
- *Availability and accessibility to you through weekly one-on-one meetings with a shared agenda*
- *Acting with Kingdom impact in mind*

### Duties and Responsibilities

#### Program Support of Key Mission Triangle Programs

- Assessing
  - Monitor BHA completion goal and metrics and keep Program Team updated as needed
  - Encourage nonprofit leaders to complete the annual BHA through thoughtful and strategic marketing of the tool

6/30/22

- Training
  - Oversee Workshops/Small Groups/Training Events
    - Plan and craft content for marketing and communications for events. Facilitate recruitment efforts. Manage registrations and attendee communication
    - Reserve program venue and then work to ensure proper materials, setup, communication plan
    - Develop a team of champions to assist with training logistics
    - Attend program events, welcome leaders, and oversee all “day of” logistics
  - Manage annual Portal update process encouraging nonprofit leaders as needed.
  - Coordinate PathWay subscriptions and develop ideas for continuous process improvement. Interact with subscribers via PathWay to encourage use of LMS.
- Implementing
  - Coaching management: support Program Team in scheduling and following up on coaching requests and next steps
  - Cohorts support: copies, room set up, materials set up, food orders, “customer experience” lead
  - Consulting coordination: proposals, invoicing, “customer experience” lead, Strategic Consultant payroll, assessments
  - Training Center oversight: Manage/market the Mission Triangle Training Center
- Other
  - Utilize the full capabilities of Salesforce for running assessing, training, and implementing reports. Update Salesforce with contacts and record attendance.
  - Serve as point of contact for inbound inquiries from nonprofits. Respond to all nonprofit logistical questions. Point of contact for organizations that “need that extra encouragement”
  - Visit nonprofits and collect photos and stories
  - Build nonprofit pipeline through representing MT at community events
  - Provide key program metrics to Executive Director as needed for Board and fundraising meetings
  - Support Program Team as needed

## Qualifications

The Program Coordinator must be a follower of Jesus Christ. He/she must also be committed to growing as a nonprofit leader, learner, and coach. In addition, the following qualifications are important:

- Agreement with the MT statement of faith, values, and core beliefs
- Ability to build relationships and trust with leaders
- Self-starter with administrative experience and customer service or comparable skills
- Ability to execute on key operational tasks
- 4-year degree preferred
- Nonprofit experience preferred

## Compensation

15-20 hours per week paid hourly, exempt; benefits include paid time off and paid holidays

## **Working conditions**

The Program Coordinator is expected to work an average of 15-20 hours per week. The job is predominantly office-based and most hours are during core office hours Monday-Friday 9am-5pm. 5 hrs/day, 4 days/week in office is preferred. 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.