

Program Coordinator

Job Overview

The Program Coordinator is responsible for the design, organization, implementation, and evaluation of educational programs and initiatives. This role ensures all programs align with the organization's strategic goals, meet student learning needs, and comply with all relevant educational standards and regulations. The Coordinator serves as a key liaison for students, staff, and external partners.

Key Responsibilities and Duties

Program Development and Implementation

- Design, develop, and implement new educational programs and curricula.
- Coordinate the scheduling, logistics, and resource allocation for all educational activities and events, such as workshops, classes, and training sessions.
- Develop and manage teaching materials, resources, and program handbooks.
- Oversee student enrollment, attendance tracking, and recordkeeping for program participants.

Evaluation and Compliance

- Prepare written reports detailing program progress, outcomes, and recommendations for continuous improvement.
- Ensure all program activities and documentation adhere to institutional policies, accreditation standards, and state/federal regulations.

Administration and Outreach

- Manage program budgets, track expenditures, and assist with grant-writing or fundraising activities.
- Act as the primary point of contact for internal stakeholders (faculty, administrators) and external partners (parents, community groups, vendors).
- Coordinate promotional efforts, recruitment, and outreach initiatives to market the program to the target audience.

Qualifications and Skills

Education and Experience

- Strong interpersonal and communication skills; ability to work effectively with students, school personnel, parents and community organizations.

- Ability to lead, supervise and organize community events
- Strong program and time management skills within budget restrictions

Skills and Abilities

- **Organizational and Planning:** Exceptional ability to manage multiple projects, prioritize tasks, and meet strict deadlines.
- **Communication:** Excellent written and verbal communication, public speaking, and interpersonal skills for engaging diverse audiences.
- **Technical Proficiency:** Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) or Google Workspace.
- **Problem-Solving:** Strong analytical skills to assess program needs and evaluate data to inform decision-making.

Minimum Requirements

- Bachelor's degree in Education, marketing, public relations, social work, counseling, or a related field.
- Minimum of 3 years of professional experience working with students or families in an education, government, business or nonprofit organizational environment.