

## JOB DESCRIPTION

**JOB TITLE:** Programs Coordinator

**REPORTS TO:** Director of Programs

**STATUS:** Part-time – Plano, Texas/Hybrid

**FLSA:** Hourly/Non-Exempt

**JOB PURPOSE:** The Programs Coordinator assists in the management of all activities, details, planning, and successful execution of NCL, Inc. programs.

### EDUCATION AND EXPERIENCE QUALIFICATIONS:

- High school diploma required
- Experience working in a non-profit environment preferred
- 2 years' work experience in a program-related role required
- Proficient in communication skills and presentation capability
- Experience in program management or relevant position

*An equivalent combination of education and experience may be considered if applicable and must be directly related to the functions and body of knowledge required to successfully perform the job.*

### JOB KNOWLEDGE SKILLS, AND ABILITIES:

- Outstanding written and verbal communication skills
- Comfortable in speaking with decision-makers and community stakeholders as a representative of the organization
- Effective time management and prioritization skills, especially under competing projects
- Demonstrates strong leadership capabilities
- Ability to handle confidential information with discretion
- Ability to understand a designated strategy
- Experienced in Word, Excel, PowerPoint, and Google Suite
- Proficient with a variety of multimedia platforms and methods
- Professional telephone and email correspondence skills, and ability to direct inquiries and get details and accurate information
- Demonstrated ability to work in a collaborative team environment and engage a variety of key stakeholders including volunteer teams
- Demonstrated project management skills
- Strong relationship building skills, internally and externally including program partners
- Ability to create monthly executive summary progress reports
- Attention to details and deadlines

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with planning and execution of programs based on established budgets.
- Supports program-related activities including pre/post-event activities, feedback surveys, and coordination of an annual review of programs
- Assists with streamlining program implementation to ensure successful chapter adoption
- Assists with production and management of program resources

## Programs Coordinator

- Maintains key databases, i.e. speakers bureau, strategic partnerships
- Manages calendar of program events
- Manages core program materials to support chapter operations
- Facilitates communications to maintain successful operations of the Virtual Community program
- Assists with coordination of the national philanthropy program including initial approval process, chapter materials and policy guidelines
- Organizes program-related meetings and activities, i.e., the Ticktocker Advisory Council and the Diversity, Equity and Inclusion Council
- Executes project management to keep programs on schedule and functioning smoothly
- Assists with coordination of program communications
- Coordinates interactions/relationships between staff and program stakeholders
- Maintains program records, i.e. reports, assessments, presentations, proposals and agreements
- Keeps up-to-date with program policies and procedures

### PHYSICAL DEMANDS:

The physical demands described below represent those required to perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities.

Bending	Crouching	Kneeling	Standing
Carrying	✓ Feeling	Lifting	✓ Talking
Climbing	✓ Hearing	Pushing/Pulling	✓ Visual Acuity
Crawling	✓ Keyboard Use	✓ Sitting	✓ Walking
Other: <i>This position is in an office setting and is mostly sedentary.</i>			

**Please note:** This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.