



Program Coordinator

Job Description

Hagar Services Coalition, Inc. is seeking a Program Coordinator to oversee a variety of Program Management and Administrative tasks. You will help in planning and organizing programs and activities as well as carry out important administrative and operational duties.

The ideal candidate for this job is resourceful, a good problem solver, organized, detail-oriented and comfortable working with diverse stakeholders. The ability to consistently complete assignments in a timely manner is key to success in this position. The successful candidate will be also responsible for contributing to, monitoring and posting on blogs and social networks, and participating in outreach and promotion.

Responsibilities:

- Support planning and coordination of programs and their activities
- Ensure implementation of policies and practices
- Maintain budget and track expenditures/transactions
- Manage communications through media relations, social media etc.
- Help build positive relations with the various stakeholders
- Schedule and organize meetings/events and maintain agenda
- Ensure technology is used correctly for all operations (video conferencing, presentations etc.)
- Keep updated records and create reports or proposals
- Generate memos, emails and reports
- Represent the organization before various agencies and groups
- Create visual aspects of marketing materials, websites and other media
- Create engaging blog and social media content
- Develop and distribute press releases and media alerts.

Skills:

- Proven experience as program coordinator or relevant position
- Knowledge of program management and development procedures
- Knowledge of budgeting, bookkeeping and reporting
- Tech savvy, proficient in MS Office
- Ability to work with diversity and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- Superior organization skills and dedication to completing projects in a timely manner
- In-depth working knowledge of Facebook, Twitter, Instagram and YouTube

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