# Program Coordinator II – Position Description

## Position Purpose

Work closely with Program Manager or Program Director to coordinate the daily administrative activities of the program. Provide support to the team to facilitate the achievement of the program's goals.

## Duties and Responsibilities

* Collaborate on the development of program materials including educational materials, marketing materials, websites, forms, and reports.
* Work with program leaders to develop, implement, and maintain comprehensive databases and files related to the program.
* Maintain program timeline including tracking deadlines for program components.
* Organize internal and external meetings, site visits, and special events.
* Conduct or coordinate training for program participants.
* Collect, analyze, and disseminate program data.
* Report program data and progress to program stakeholders.
* Participate on appropriate committees relevant to the advancement of the program and the profession.
* Coordinate and assist in the development of the program budget.
* Assist in recruitment and training of program staff

## Knowledge, Skills and Abilities

Knowledge of modern office practices and procedures including word processing, database development and management, excellent oral and written communication skills, ability to deal sensitively with many types of people, handle confidential information, excellent attention to detail.

## Position Requirements

Education: Bachelor’s Degree

Experience: 3+ years of related experience

FLSA: Exempt