# Program Coordinator III – Position Description

## Position Purpose

## Work independently under the administrative direction of the Program Director to coordinate the day-to-day administrative activities of the program. Provide direction and guidance to the team to facilitate the achievement of the program’s goals.

## Duties and Responsibilities

* Ensure compliance with regulatory and institutional policies.
* Coordinate the development of program materials including educational materials, marketing materials, websites, forms, and reports.
* Work with Program Director to develop, implement, and maintain comprehensive databases and files related to the program.
* Develop and manage program budget.
* Responsible for supervision of the program staff including recruitment, hiring, orientation, training and development and performance evaluation.
* Schedule people and material resources.
* Coordinate and manage program outreach activities including acting as a liaison with community organizations.
* 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.
* 1Participate in the development of program resources through literature searches, contact with outside programs, and review and solicitation of funding opportunities.

## 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: 5+ years of related experience

FLSA: Exempt