Program & Development Coordinator - Job Responsibilities

Full-Time, Non-Exempt Position
40 hours/week
Reports to Director of Operations

Overall Responsibilities

The Program & Development Coordinator is a critical member of the NonProfitConnect team. The Program & Development Coordinator works in partnership with the Executive Director and Director of Operations to assure that all programs and events are coordinated effectively including any follow up. This position is responsible for ensuring that programs and events function smoothly with excellent customer service.

Job Responsibilities

- Coordinate virtual and in person leadership programs. This includes identifying and reserving venues, sending out reminders for speakers and participants, making sure speakers have most recent power points, working with Trainer Central to set up events, tracking participant payment & sending invoices. This also includes ensuring that needed supplies are available.
- Ensure that program information is updated on website by working with website consultant.
- Set up new program registration using (as needed) Trainer Central.
- Distribute, collect and tabulate surveys pre and post programs to ensure sufficient program evaluation. Update surveys in conjunction with Director of Operations.
- Facilitate programs including activating polls, facilitating virtual breakrooms, and monitoring chat.
- Ensure that CRM (ELEO) and Trainer Central database are kept up to date by entering information about program participants.
- Handle calls and emails from clients
- Collaborate with the Director of Operations to develop and implement new strategies for the current programs and events
- Handle logistics and administrative support for annual Impact Awards
- Provide Executive Director with administrative support for Board Partner project

Required skills:

- High School or equivalent degree required; Bachelor's degree preferred
- Strong communicator – written and verbal – and exceptional at collaborating with colleagues at all levels
- Learning mindset with a clear interest in being curious and creative, and a capacity to quickly absorb new concepts
- Strong analytical and problem-solving skills with strong detail orientation
- Ability to work independently with minimal supervision, yet also be a team player
- Proficiency in Microsoft Office Suite required, database experience preferred
- Ability to quickly learn computer applications

Salary Range: $45-50,000
Benefits: Simple IRA participation (retirement plan) and 3% match, generous PTO package

Work Environment:
The Program & Development Coordinator will work primarily in a home office setting with occasional travel required for meetings, site visits, and events. Flexibility in work hours is necessary to accommodate occasional evening or weekend events and meetings.

How to apply:

To apply, email: info@nonprofitconnectnj.org. Please submit a cover letter and resume. NonProfitConnect is a nonprofit 501(c)(3) organization committed to equal opportunity.

This job description is not intended to represent a complete list of responsibilities that may be required for the position. There may be other duties as assigned.