



Job Title: Program Coordinator

Employment Status: Non-exempt, Part-time

Reports To: Executive Director

Time Commitment: 15 hours per week, including some nights and weekends

Position Description:

The Program Coordinator is responsible for organizing programmatic work and activities for Bright Minds Foundation. The Program Coordinator supports existing programs and establishes new programs that align with Bright Minds' mission, vision, and strategic direction. The Program Coordinator develops and manages budgets and operating plans for programs and assists with research and drafting of program-funding proposals.

Essential Responsibilities:

- Develop and manage program operating budgets for submittal to the Executive Director
- Research and make recommendations for program adjustments and long-term planning
- Fulfills project plans within established timelines and due dates
- Assist coordination of committee meetings, such as preparing agendas, scheduling rooms, and organize logistics
- Plan and execute program events including virtual
- Collaborate with designated school system staff and committees for program implementation
- Develop and implement program evaluations to gather feedback and identify opportunities for improvement
- Produce accurate and timely status reports
- Create program-related social media content and build a case for support
- Coordinate volunteer resources

Additional Responsibilities:

- Research, organize, and evaluate complex information
- Perform assignments on-time, meeting organization standards for quality, accuracy, and completeness
- Promote a positive and professional image of the organization

Qualifications and skills:

- Knowledgeable in use of computers, office productivity software, and internet-based services
- Effective communicator both verbally and in writing
- Can apply problem-solving skills to address complex issues
- Ability to work independently with limited supervision
- Ability to work well under pressure

Education and Experience:

- Bachelor's degree from an accredited university in in education, social work, business, or a related social science field
- Two years of prior experience in supervision and/or community management- oriented programs, facilities, or services
- Proven stakeholder management skills
- Proven experience managing volunteers
- Proven experience managing committee work
- Competency in Google and Microsoft applications including Work and Excel