

Job Description: Program Coordinator

This is a fully remote, full-time, exempt position, which reports to the Coaching Experience Sr Manager. Staff located on Eastern time is preferred but will consider candidates in other time zones. The following states or territories are preferred: Georgia, Kentucky, Louisiana, Oregon, Puerto Rico, Washington.

Salary Range: \$56,000-\$76,000 Please note that the selected candidate's salary is calculated using a formula that considers demonstrated experience, academic background, recruiting scores, budget approval, and location. All candidates are immediately eligible for annual market COLA increase at the beginning of each calendar year.

How to Apply All interested candidates are required to submit a resume to careers@theprospertyagenda.org. Candidates must be based in and authorized to work in the U.S.

Equal Opportunity: Staff at TPA are system disruptors and visionaries dedicated to the innovation and search of equitable human services that promote prosperity. With the strength of diversity, inclusiveness, and collaboration, we are challenging the status quo. We can envision new possibilities, encourage creativity, and unleash the full potential of our people when we link multiple perspectives. We are creating an environment for our employees that fosters everyone's sense of appreciation, belonging, progress, and purpose. However, without representation, human services equity is not achievable. Our dedication to diversity transcends demographics and box-ticking. Because our partners, coworkers, and communities deserve it, our people must reflect the many identities, experiences, and geographies of the communities we serve. That is our equal employment opportunity promise and commitment.

About The Prosperity Agenda

TPA builds the prosperity of families receiving human services by advancing participant-centered practices at community-based agencies. We view prosperity as not just financial assets, but the rich social connections, power to direct one's future, and the opportunities that contribute to personal and community wellbeing.

We accomplish this by equipping agencies to adopt approaches that center and connect participants—through learning experiences, evaluation, and a national network of partners. We gather and promote participant experience, insight, and data to advocate for family-centered funding and innovation.

Launched in 2013, we are a non-profit (501c3) organization with full-time and consulting staff in several different states, all working and facilitating services remotely. Our partners similarly span the country.

About the FCC Program Coordinator Role

The purpose of the FCC Program Coordinator is to support the Learning Department in administrative tasks to continue to innovate and improve TPA's program offerings. This person is responsible for the administrative and program management tasks for the Family-Centered Coaching Services and Cohorts, such as coordinating schedules and booking facilitators. The ability to organize tasks and prioritize competing deadlines is essential. You will help in planning and organizing programs and activities as well as carry out important operational duties including documentation and process development.

Key Responsibilities

- 1. Administrative Support to the Family-Centered Coaching Services and Cohorts (50%):** The FCC Program Coordinator will support the Learning Department by helping with presentation slides, scheduling and logistics of training sessions, including setting up virtual meetings and invitations. This role also supports the creation, implementation, and administration of CRM databases. This role helps build positive relations within the team and external parties by responding to inquiries in a timely manner, scheduling and organizing meetings/events and maintaining an accurate agenda. Support with the delivery of training sessions by ensuring technology is used correctly for all operations (video conferencing, presentations etc.), preparing, delivering, and uploading paperwork and training materials, and updating records to create reports and improve proposals.
- 2. FCC Operations (30%):** Under the direction of the FCC Program Manager, you will use existing templates to draft and manage consulting contracts and subgranting agreements and verify insurance compliance for government contracts in the places we work and offer services, as required, when applicable. Serve as a liaison in our accounting processes to respond to or request information or documentation for invoicing and payments of facilitators; submit and track accounts payable (consulting invoices and expense reimbursements) track program budget for monthly expenses. In addition, serve as the main point of contact for facilitators with administrative questions for bookkeeping, contracting, day-to-day information requests, and connecting staff with partners and vendors, as needed.
- 3. Administrative Support to Community Engagement Department (20%):** Working closely with the Learning Engagement Manager, the FCC Coordinator will support in planning and coordinating Community of Practice Cohorts and any community outreach activities with the support of the Marketing Coordinator including researching and planning trade show participation and outreach conferences, maintaining event databases, and the inventory of promotional materials.

What You'll Bring:

Required	Desired
<ul style="list-style-type: none"> • Associate's degree in administration or relevant field; or 5 years of relevant experience. 	<ul style="list-style-type: none"> • Bachelor's degree preferred • Certificate of Coaching Program completion, preferred.
<ul style="list-style-type: none"> • 1-2 years experience in virtual administrative support or event coordination • Experience managing Zoom webinars, excel sheets, and Google Drive. 	<ul style="list-style-type: none"> • Experience developing or using a project management or customer relationship process or using similar software • Experience working in nonprofits or working closely with the nonprofit sector
<ul style="list-style-type: none"> • Great attention to detail and mature initiative to stay motivated and follow through to complete projects, keep team informed of progress, and meet responsibilities with limited supervision • Highly organized with excellent attention to a high-quality customer service approach • Highly proficient with Microsoft Office, particularly PowerPoint, Word and Excel, and comfortable with cloud-based technology and virtual tools for work and meetings, i.e. Zoom, Google Workspace, Bill.com, Canva 	<ul style="list-style-type: none"> • Time management, communication, strong leadership, and problem-solving. • Excellent written and verbal communication skills, and ability to speak to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities. • Fast learner, self-taught, who can figure out how to do something by looking it up.
<ul style="list-style-type: none"> • Team player that enjoys challenges, takes initiative and prioritizes activities. • Customer Service Oriented 	<ul style="list-style-type: none"> • Demonstrated ability to communicate business needs clearly and collegially in a deadline-driven role • Passion for working in a mission-driven organization

See benefits for this position on this link: <https://theprospertyagenda.org/about/careers/>