Job Title: Programs Administrative Coordinator

Reporting To: Chief Program Officer (CPO) or otherwise notated

Role:
The Programs Administrative Coordinator (PAC) plays a crucial support role in ensuring efficient operations for the Programs department. The PAC provides professional administrative support to the Programs team, working collaboratively to maintain and streamline processes that enhance effectiveness of program service delivery.

Core Competencies:
Coordination; Communication; Organization and Time Management; File and Records Management

You will work closely with Leadership in the following ways:

- Oversee the execution of administrative tasks in the Accreditation, Training and Certification Programs
- Organize and prioritize tasks efficiently while adapting to shifting priorities and emergent needs
- Support change management through the Programs
- Cultivate and maintain strong relationships with stakeholders
- Represent the organization at conferences, meetings, events, and committees advocating for programmatic priorities and building strategic partnerships
- Ensure relevant, on brand, and effective internal and external messaging

Responsibilities:

- Provide efficient administrative support, ensuring that Program activities are effectively coordinated and executed
- Manage multiple tasks and priorities, maintaining a well-structured and efficient workflow
- Assist in managing budgets, processing invoices, and tracking expenses with director supervision
- Schedule and coordinate meetings, workshops, or events, ensuring the availability of relevant parties and the dissemination of critical information
- Collaborate with project managers or team leads to implement plans and objectives
- Monitor progress of competing tasks and identify potential roadblocks
- Ensure adherence to timelines and take proactive measure to prevent or resolve delays
- Facilitate clear and effective communication throughout all stages of Program activities, keeping team informed of updates and developments and ensuring stakeholders are well-informed and equipped to carry out their roles
- Maintain orderly and accurate systems for program documentation, including project tracking, progress reports, and program data and records
- Provide support to clients, answering queries or directing them to the appropriate departments to ensure smooth communication and collaboration
• Required travel up to three (3) times a year for attendance at conferences
• Participate in team meetings and training sessions to stay updated on industry practices
• Support the team in various administrative tasks as needed

Key Attributes:
• Adaptability and flexibility to handle changing project requirements
• Commitment to diversity, equity, and inclusion
• Highly organized with excellent time management skills
• Strong attention to detail and accuracy in work
• High level of professionalism and integrity in all interactions

Qualifications:
• Bachelor's degree in nonprofit management, public administration, social sciences, or a related field
• Crisis Services and/or Suicide Prevention experience preferred
• Exceptional project management skills
• Exceptional organizational abilities to manage multiple tasks, deadlines, and priorities effectively
• Exceptional communication skills, with the ability to effectively collaborate with diverse stakeholders
• Proficiency in Microsoft Office Suite and other related applications in required, with the ability to effectively utilize applications for distance learning, project management, and general office tasks

Benefits:
• Medical, Dental and Vision Insurance and add-on benefits
• Unlimited PTO
• Professional Development Assistance
• Retirement Plan with Employer Match after one (1) year of employment
• Fully Remote Position

Salary:
$50,000 - $55,000/year