

## **PROGRAM COORDINATOR**

The Program Coordinator will provide essential support to the Senior Director of Programs and four Program Directors by assisting with project management, planning, and administrative tasks. This role requires exceptional organizational skills, attention to detail, and the ability to coordinate multiple aspects of program execution, including travel arrangements, budget management, and communication with program participants. The Program Coordinator plays a crucial role in ensuring the smooth operation of UYWI's programs and activities.

## **RESPONSIBILITIES**

### **Program Support**

- **Project Management**
  - Assist the Senior Director of Programs with planning, tracking, and executing project management tasks to ensure timely and efficient program implementation.
  - Assist director in maintaining detailed project timelines to ensure all program deadlines are met.
  - Work with other departments to ensure delivery of project deliverables.
- **Program Registration, Enrollment, & Execution**
  - Facilitate enrollment and registration processes while ensuring clear and timely communication with program participants.
  - Serve as the primary point of contact for program application and enrollment process, ensuring a seamless onboarding experience.
  - Maintain clear communication within the program, including sending email reminders to youth workers for key training and in-person events.
- **Program Tracking & Reporting**
  - Assist in managing program budgets, including tracking expenses, processing reimbursements, and maintaining financial records for each program initiative.
  - Collect and analyze program data, including survey results and feedback forms, to support program evaluation and improvements.
  - Track program metrics and compile reports based on collected data, including pre- and post-assessments and feedback forms.
  - Compile reports that track program effectiveness and areas for growth.
  - Support in the preparation of program reports and metrics for the Senior Director of Programs and Program Directors.
  - Maintain an updated dashboard of program timelines, milestones, and resource utilization across all active projects.

### **Administrative & Logistics Support**

- **Event Logistics**
  - Oversee logistical execution of in-person events, including venue setup, catering, and material preparation to ensure a seamless experience for attendees.



- Manage training requests, including communication with participants, assigning program facilitators, arranging dates, coordinating travel, and ensuring all necessary communications are completed.
- **Office Support**
  - Provide administrative assistance to Program Directors, including scheduling, document preparation, and coordination of key activities.
  - Develop and maintain a comprehensive resource management system for program materials, equipment, and supplies.

#### **Additional duties as requested.**

- *Due to the nature of the work UYWI performs, and to collectively help further the mission, vision, and values of the organization, this job requires participation in UYWI events and programs as requested and may include performance of duties that are outside of this specific job description, including being requested to travel.*

#### **QUALIFICATIONS:**

- Strong organizational and time-management skills with attention to detail.
- Experience in administrative support, program coordination, or project management.
- Proficiency in Google Suite and project management software (e.g., Asana, Basecamp).
- Excellent communication skills - verbal and written.
- Ability to work collaboratively with diverse stakeholders, including program participants, leaders, and organizational staff.
- Bachelor's degree in a relevant field (e.g., Business Administration, Nonprofit Management, or related discipline) or equivalent experience.

#### **CRITICAL COMPETENCIES**

- Relational - Strong interpersonal skills and a gift for hospitality.
- Integrity - High level of integrity, credibility, and professionalism in handling sensitive program details.
- Initiative - The ability to act without prompting and develop fresh ideas to solve challenges and balance multiple and competing priorities or deadlines.
- Trustworthy - ethical, and authentic in all situations with the ability to build credibility, engender trust with diverse audiences, negotiate, and resolve conflicts effectively while preserving important relationships.
- Adaptability - The ability to adapt to changing business needs, conditions, and work responsibilities.

#### **BENEFITS**

- **Hours:** Full-time position
- **Location:** Hybrid position, office located in Santa Fe Springs, CA

To Apply, Email your resume to: [Erica@uywi.org](mailto:Erica@uywi.org)