



U.S. BLACK CHAMBERS, INC.
Community Economic Development Corporation

Job Description – Program Coordinator

The Program Coordinator oversees the coordination and administration of all aspects of an ongoing program including planning, organizing, and tracking program activities. Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization. Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters. Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness. Positively influence others to achieve results that are in the best interest of the organization.

Responsibilities

- Develop project plan(s) for the program to ensure the continuous delivery of services.
- Utilize project management skills to implement programs and track activities across programs.
- Ensure that program activities operate within the policies and procedures of the organization.
- Develop forms and records to document program activities.
- Oversee the collection and maintenance of records on the clients of the program for statistical purposes according to the confidentiality/privacy policy of the organization.
- Engage chambers, volunteers, interns for appropriate program activities using established management practices.
- Liaise with other managers to ensure the effective and efficient program delivery.
- Coordinate the delivery of services among different program activities to increase effectiveness and efficiency.
- Write reports on the program for management.
- Provide required information to have invoices generated and submitted to funders according to the established timelines.
- Monitor the program activities on a regular basis and work with third-party evaluator on annual evaluation according to the program evaluation framework.

Qualifications

- Three to five years' experience managing business programs.
- Supervises outreach specialist and local project teams.
- Great communication skills
- College degree, Knowledge of program management
- Project management software (Microsoft, Six Sigma, Trello, etc.), Word processing, Simple accounting, Databases, Spreadsheets, Internet