



## Program Coordinator Position Available

The National Association of Nonprofit Professionals (NANPP) is a membership organization representing America's 11 million nonprofit employees.

NANPP is seeking a Program Coordinator to oversee two of the organization's premier programs for the next generation of nonprofit employees--the Nonprofit Career Exploration Program (NCEP) for high school students and the scholarship program for college students and

### Responsibilities:

- Managing marketing and recruitment for the programs.
- Creating schedules, providing customer service and managing logistics.
- Work as a team with staff, facilitators, vendors and volunteers to ensure program success. · Be on site for all sessions, leading workshops or sessions as necessary and preparing materials, assist in hiring consultants and ensure the delivery of a quality program.
- Provide administrative and clerical support, including developing confirmations, creating schedules and providing logistical support.
- Assure that classroom conditions, behavior, interactions and content are appropriate and conducive to learning and teaching. Provide ongoing monitoring of classroom activities, working directly with the instructors when necessary.
- Assist with supervision of classroom management processes and provide support to program staff, consultants and volunteers in managing problems and conflicts related to any aspect of the program, particularly as they relate to the logistics and movement of girls from session to session, ensuring their safety and security and providing for attendance tracking.
- Help ensure that all funded initiatives meet the specific needs of the funder.
- Assist in updating the department's social media outlets including Facebook, Twitter and e-mails via Constant Contact.
- Function as a team member to help achieve NANPP goals and objectives.
- Other duties, as deemed necessary.

**Qualifications:** Bachelor's degree, with prior experience in program development/implementation in a nonprofit or school setting.

- Experience working with volunteers a plus.
- Excellent verbal, written and interpersonal communications skills.
- Excellent presentation and facilitation skills, and the ability to interact effectively with youth, school administrators, and corporate volunteers.
- Must be able to commit to a flexible work schedule, including travel to other cities where the NCEP program is held.
- Creativity, vision and the ability to motivate volunteers.
- Computer-literate, with knowledge of: Microsoft Office applications; Constant Contact; social media outlets including Facebook, Twitter, Instagram; and other web-based applications.
- Knowledge of grant reporting a plus.
- Passionate about the nonprofit sector

**Physical Demands:** Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Ability to lift up to 50 pounds of force occasionally, and/or up to 20 pounds of force, frequently, and/or 20 pounds of force constantly to move objects · Ability to stand for long periods of time while leading programming · Other demands, as determined by NANPP.

**To Apply:** Send resume and salary requirements to [info@nanpp.org](mailto:info@nanpp.org). Please include "Program Coordinator" in the subject line of your e-mail. No phone calls please. NANPP is an equal opportunity and affirmative action employer. This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. [www.nanpp.org](http://www.nanpp.org)