



Program Coordinator

Type of Position: Full-time, Exempt
Reports to: Program Director

About The Center

The Center's nonprofit mission is to positively impact our community by creating opportunities for healthy aging through social engagement, physical well-being, civic involvement, creativity, and lifelong learning. In our work to extend healthy life expectancy and quality of life for everyone, The Center is committed to creating an environment that is welcoming, just, equitable, and inclusive, without biases or discrimination based on differences of any kind. Everyone deserves the opportunities that aging brings.

Position Description

As a member of a dynamic team, the Program Coordinator is responsible for helping expand The Center's healthy aging programming to positively support community health, with a focus on evening programs. This person will work independently and in collaboration with Center staff and volunteers to develop, oversee, and evaluate all aspects of Center programs as needed under the supervision of the Program Director.

Qualifications

- Bachelor's degree or equivalent work experience
- Minimum one year of programming experience
- Strong skills in MS Office software

Knowledge, Skills and Abilities

- Discretion, empathy, and affinity for working with older adults, and diverse populations, with a focus on customer service
- Excellent communication skills—written, verbal, and interpersonal
- Strong organizational and problem-solving skills, with an unwavering respect for deadlines
- Ability to manage and prioritize multiple tasks
- Volunteer management skills

Essential Responsibilities

- Manage the creation, planning, implementation, and evaluation of a number of The Center's healthy aging programs.
- Evaluate program proposals submitted by community members; as needed, pursue program implementation with associated requirements.
- Ensure program leaders maintain valid contracts, certifications, and credentials, and have signed The Center's memorandums of understanding (MOUs).

- Manage associated paperwork, instructor relations, room assignment, audio-visual equipment, and other elements as agreed upon in MOUs to ensure programs run smoothly.
- Write brief and accurate program narratives to encourage participation, and upload program information on website and scheduling software.
- Collaborate in a timely manner with The Center’s marketing team to identify new programs, special events, and other activities that may benefit from additional promotion.
- Engage with community organizations to enhance program offerings at the Center.
- Collaborate with Center team members to ensure all programs are conducted safely and in line with The Center’s mission and values.
- Perform other duties as assigned.

Work Environment and Physical Demands

- This position requires a physical presence. While the majority of work hours will be 8:30 am–4:30 pm Monday–Friday, program coordinators are expected to work an adjusted schedule on a rotational basis that may include occasional weekend and evening hours.
- Employee is regularly required to use a computer.
- Employee is frequently required to sit and stand and must be able to move around the work environment.
- Employee will regularly assist with room set-ups including moving tables and chairs, AV equipment, etc.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary Range & Benefits

This position is full time at 40 hours per week, with a generous benefits package that includes health and dental coverage, a matching 403(b) plan, vacation, sick leave, and national holidays. The salary range is \$40K–48K, commensurate with experience.

To Apply

Please email your resume and a cover letter to jobs@thecentercville.org with “Program Coordinator” as the subject line. In your cover letter, please speak directly to your experience and your interest in working with The Center. This position is open until filled; initial review of applicants will begin August 15, 2024.