



## Program Coordinator

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

### About The Center

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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

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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. Hours will include Tuesday–Thursday evenings.

#### 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
- Strong organization and problem-solving skills
- Ability to manage and prioritize multiple tasks
- Excellent written and verbal communication skills
- Volunteer management skills
- Ability to relate to diverse populations

#### Essential Responsibilities

- Coordinate logistics of programs as needed (includes planning and implementing, associated paperwork, instructor relations, room assignment, audio-visual equipment management)
- Maintain contracts and memorandums of understanding as needed for instructors and program leaders
- Ensure that all instructors and service providers have proper certifications/credentials

- Create and update program information on website and in scheduling database
- Promote program offerings within The Center community by communicating the promotional needs of programs to the marketing team
- Coordinate with other community organizations to enhance program offerings at the Center
- Coordinate with other team members to ensure all programs run smoothly
- Perform other duties as assigned

#### **Work Environment and Physical Demands**

- Employee is regularly required to use a computer.
- Employee frequently is required to sit and stand, and must be able to move around the work environment.
- Employee is sometimes required to assist with room sets ups by moving tables and chairs.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- This position requires a physical presence.

#### **Benefits**

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This position is full time with a benefits package that includes health and dental coverage, a generous 403(b) plan, vacation, sick leave, and national holidays.

#### **To Apply**

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Please email your resume and a cover letter to [jobs@thecentercville.org](mailto:jobs@thecentercville.org) with “Program Coordinator Position” as the subject line. In your cover letter, please speak directly to your experience and your interest in working with The Center.