



Program Coordinator & Executive Assistant Job Description

Title:	Program Coordinator & Executive Assistant
Hours:	Part-time, 15-20 hours per week
Wage:	Commensurate with experience
Reports to:	Executive Director
Work Location:	Norton Shores, Michigan

Description. This is a part-time position with responsibility for managing internal programs, assisting the Executive Director, managing the office, overseeing stakeholder databases, assisting with communications, and planning special events. The Coordinator will work directly with the Executive Director to develop and implement programs, procedures, and initiatives. A high degree of accuracy and attention to detail is required. Prior experience with nonprofit, communications, and donor management functions is preferred.

Qualifications. A qualified candidate must:

1. Have a degree or comparable experience in business, nonprofit administration, public relations, marketing, English, or a related field
2. Support the mission and values of the Osteopathic Foundation
3. Execute tasks efficiently, accurately, and with attention to detail
4. Demonstrate excellent writing skills and use of grammar
5. Possess strong organizational skills for monitoring multiple tasks and deadlines
6. Be willing and able to take initiative, work with limited supervision, meet deadlines, and learn new subjects and skills
7. Present and conduct himself or herself in a professional manner

Responsibilities. The Coordinator will promote the work and mission of the Foundation by:

1. Overseeing the day-to-day operations of the office including filing, errands, mailings, scheduling, and other duties as needed to support the Executive Director
2. Organizing board and committee meeting materials, keeping appropriate records of same
3. Supporting communication, press, and social media initiatives as needed
4. Updating and expanding stakeholder databases accurately and efficiently
5. Assisting with fundraising campaigns, payment processing, follow up, and data entry
6. Participating in the planning and coordination of special events
7. Tracking and, when appropriate, executing monthly activities for each program
8. Documenting operating procedures for each program and suggesting improvements
9. Following up with past program participants to measure program impact
10. Developing and publishing reports on program outcomes
11. Working in conjunction with volunteers
12. Performing other duties as assigned

Learn more about the organization at osteopathicfoundation.org.

Qualified candidates may submit a resume and cover letter to contact@osteopathicfoundation.org.