

Program Coordinator

1. Provides specialized administrative support in the maintenance, development, implementation, and marketing of program/project function.
2. Actively participates in youth ministry activities, including but not limited to youth group, Operation Overhaul, Steubenville youth conference, March for life, and other programs/events as directed by the Director of Operations or the Executive Director.
3. Serves as a central point of contact between students, faculty, staff, volunteers, parents, and/or external constituencies on day-to-day programmatic, operational, and administrative matters;
4. Assists with seminars, meetings, special projects, and/or general problem resolution.
5. Coordinates activities of support staff, consultants, faculty, and/or volunteers engaged in implementing and administering program objectives.
6. Monitors and administers program/project revenues and expenses; may develop or participate in developing funding proposals for the program.
7. Writes, edits, and coordinates the development of promotional materials, educational materials, training manuals, newsletters, and/or brochures appropriate to the program.
8. Maintains program/project records researches information, and gathers and computes various data;
9. Prepares special and/or one-time reports, summaries, or replies to inquiries, selecting relevant data from various sources.
10. Performs clerical and administrative support tasks, including creating, typing, and editing program correspondence, purchasing documents, reports, program handbooks, lessons, and other publications.
11. May assist with grant and/or proposal writing as appropriate to the objectives and funding nature of the program; may participate in other fundraising activities.
12. May perform specialized activities of a programmatic nature in direct support of the accomplishment of program objectives and protocol.
13. May supervise student employees, volunteers, and/or interns; may lead lower-graded staff.
14. Cross train to support ministry thrift store by serving as a sales associate when needed.
15. Performs other job-related duties as assigned.

Key Skills:

1. Ability to make administrative/procedural decisions and judgments.
2. Ability to coordinate and organize meetings and/or special events.
3. Clerical, word processing, and/or office skills.

4. Skill in the use of personal computers and related software applications.
5. Skill in organizing resources and establishing priorities.
6. Strong interpersonal and communication skills and the ability to work effectively with various constituencies in a diverse community.
7. Records maintenance skills.
8. Ability to communicate and interact with students, faculty, parents, volunteers, and/or staff in a team environment.
9. Knowledge of finance, accounting, budgeting, and cost control procedures.
10. Knowledge of communication principles, media, and marketing techniques.
11. Ability to gather and analyze statistical data and generate reports.
12. Advanced writing and editorial skills.

Qualifications:

1. High school diploma or GED;
2. Prior experience directly related to the duties and responsibilities specified preferred.
3. Completed degree(s) from an accredited institution preferred.
4. Ability to lift 20 or more pounds
5. Must be a practicing Catholic in good standing.