

## AgriLife Position Description

Last reviewed: 12/7/2011

### 9181 PROGRAM COORDINATOR

#### *SUMMARY*

**General Description:** Coordinates and oversees the planning, development and implementation of assigned program.

#### *DUTIES*

**Typical:** Designs and implements programs to facilitate program goals; plans and implements program events such as conferences, seminars, lectures, meetings and workshops; develops and oversees project timelines; may prepare and monitor budgets for programs and events; respond to inquiries regarding program offerings; coordinates program communications and marketing; may assist in proposal preparation, submission and reporting; compiles and analyzes program statistics; may develop and update training materials and deliver training sessions; assists in the maintenance of program records and databases; may coordinate program operations to include equipment, staff and budget; evaluates current programs against program goals and objectives; may research grant and funding opportunities; identifies and recommends program improvements; establishes program standards and objectives; may identify prospective donors and assist in fundraising efforts; performs other duties as assigned.

#### *SUPERVISION*

**Received:** General instruction and periodic review by Program Manager or administrative supervisor.

**Given:** May supervise subordinate staff.

#### *EDUCATION*

**Required:** Bachelor's degree or higher in relevant field, or equivalent combination of training and experience (eight years of experience with a High School Diploma, four years of experience with an Associate's Degree).

**Preferred:** Master's degree or higher in relevant field.

#### *EXPERIENCE*

**Required:** Three years of experience in administration, program management or a related field.

**Preferred:** Four or more years of experience in administration, program management or a related field.

#### *LICENSES, CERTIFICATES OR REGISTRATION*

**Required:** None.

**Preferred:** None.

#### *KNOWLEDGE, ABILITIES AND SKILLS*

**Required:** Excellent verbal and written communication skills. Ability to use word processing, spreadsheet and database programs. Ability to multi-task and work cooperatively with others.