



Job Announcement

JOB TITLE: Coordinator, Sponsored Programs and Initiatives
DEPARTMENT: Programs
REPORTS TO: Manager, Sponsored Programs
EFFECTIVE DATE: January 25, 2021

SUMMARY:

The Coordinator maintains the administration and development of assigned programs and initiatives. The Coordinator is responsible for coordinating and implementing program activities, fulfilling programmatic requirements, and tracking specific program metrics. Other related duties may be assigned and/or reassigned by the manager. This position requires a high degree of flexibility, a professional demeanor, and the ability to deal with ambiguity and rapidly shifting deadlines with a sense of urgency.

DUTIES AND RESPONSIBILITIES:

Project Management – 50%

- Complete all day-to-day program activities
- Design key programmatic activities and timelines
- Ensure proper marketing and communication of programs and initiatives
- Manage communication between requisite parties
- Contribute to the production of reports and maintain accurate financial records
- Manage compliance efforts with funding regulations

Scholarship Administration – 20%

- Support the award distribution process
- Assist in the coordination of scholarship selection and award distribution process
- Create scholarship applications in the scholarship management system for corporate awards
- Provide data and support development of donor reports for programs & scholarships
- Adhere to deadlines and protocols for onboarding of sponsored programs
- Solicit new business for the society within the scholarships and sponsored programs portfolio

Conference/Administrative –30%

- Respond via telephone and email to member inquiries regarding scholarships, transcript verification, and collegiate programs
- Assist with writing/editing for quarterly reports and scholarship ads or articles in the NSBE magazine
- Provide administrative support to the Programs' Team including, clerical, filing, copying, light lifting, and writing

SUPERVISORY RESPONSIBILITIES:

N/A

QUALIFICATIONS:

- Bachelor's Degree (BA) from a four-year college or university (background in science, engineering, or business is a plus), two years or more of related experience, or equivalent combination of education and experience
- Previous experience working with academic and/or professionals is a plus
- Experience in development, scholarship, implementation, and evaluation of academics is a plus
- Must possess reasonable oral and written communication skills and organization skills
- Word processing and database skills are required
- Must have the ability to work in a fast-paced, rapidly changing environment under minimal supervision
- Must take the initiative to solve problems while handling and prioritizing multiple projects
- Must have experience with short-term strategic planning and goal setting
- Ability to type at least 45wpm
- Required computer skills: Microsoft Word, Excel, Access, and PowerPoint
- Creative and critical thinking skills are desired

COMPETENCIES:

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions

TRAVEL:

Travel is required to National Convention and the National Leadership Conference. Occasional travel to other conferences, chapters, and other industry-related events may be required and assigned by management.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to walk. The employee must regularly lift and/or move up to 10 pounds.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.