Organization: Cowlitz Community Network
Position: Program Coordinator
Type: Part-Time
Location: Remote

Description

The Cowlitz Community Network (Network) brings the community together to create opportunities for youth and families to succeed. With a focus on collaboration and partnerships, the Network's Program Coordinator is responsible for day-to-day operations and managing grant funded programs. This part-time position is ideal for someone that thrives in an independent work environment and appreciates a flexible work schedule. As the only employee of the organization, the Program Coordinator manages their own hours and reports directly to the Network Board.

Duties and Responsibilities

The Program Coordinator is responsible for the Network's day-to-day operations and activities:

- Maintain positive visibility in the community
- Manage the Network's public relations and outreach
- Identify and develop new partnership opportunities
- Represent the Network at meetings and events
- Help plan community events and forums
- Manage email, website, and social media accounts
- Manage programs and complete reporting requirements
- Prepare monthly expenditures and financial statements
- Maintain records, equipment, and supplies
- Plan board meetings, prepare agendas and minutes
- Prepare or assist the board with grant applications
- Prepare or assist the board with the annual budget and audit reports

Desired Qualifications

The ideal candidate will have demonstrated education, experience, or a combination of both that would allow for accomplishment of job responsibilities, and:

- Has strong verbal and written communication skills,
- Has a positive attitude and outlook,
- Works well independently in a remote or hybrid work environment,
- Is proficient in Microsoft 365 and social media,
- Can manage multiple projects at once,
- Can adhere to budgets and deadlines,
- Can monitor progress of a project, and
- Utilizes critical thinking and problem-solving skills.

The Program Coordinator position is part-time with flexible hours depending on funding and activities. Pay depends on experience and this is a non-benefited position. To apply, please email your resume and cover letter to the Network Board at CowlitzNtwk@CowlitzCommunityNetwork.com.