

PROGRAM COORDINATOR

The Program Coordinator handles the day-to-day administration of assigned programs to ensure that activities are carried out in accordance with established qualifications, schedules, and budgets; may assist with writing and renewing grants and recommending new funding opportunities; oversees work of interns or project assistants working on assigned programs. Additionally, the Program Coordinator provides updates and informs the Program Manager or Director of the program's progress, accomplishments, and issues.

Key Responsibilities:

- Handles the day-to-day administration of projects/programs from proposal
- Assist in defining requirements and preparing project work plan and execution timeline
- Provide input on resources and schedule for project/program implementation
- Ensure that participants and vendors are paid for services in a timely manner; and that program costs remain within budget
- Communicate with grantors/funders as needed to discuss program matters; provide updates on discussions with funders and other stakeholders to the Program Manager or Director
- Provide supervision to Interns and Project Assistants
- Assist in planning and executing program advisory board meetings, and maintaining appropriate level of communication with advisory board
- Assist in establishing and maintaining contract agreements with community organizations, funders, vendors, and program consultants
- Work with Program Manager/Director or Executive Director to produce publishable papers pertaining to specific program area
- Assist in producing press releases regarding updates and news within program area
- Assist with overall organizational fund raising efforts
- Keep abreast of all AHCI programs

Qualifications

- Bachelors degree required; Advanced degree in public health or related science strongly preferred
- At least one year of relevant work experience
- Experience managing significant portions of large programs
- Excellent analytical and research skills required
- Excellent writing, interpersonal and communication skills required
- Must be able to function with minimal supervision and to exercise discretion and judgment in sensitive and potentially controversial matters.
- Must have excellent organizational skills and be detail-oriented
- Broad computer skills required, including MS Office and databases

Contact

- Please send cover letter and resume to info@asianhealth.org with "Program Coordinator" in the subject line.