

Position Description

Position Title: Program & Partnerships Coordinator

Position Type: Full time

Supervisor: Chief Strategic Partnerships & Programs Officer

Document/Position Date: December 6, 2023

Salary Range: \$50,000 - \$60,000

Job Summary

The Program & Partnerships Coordinator works within the Strategic Partnerships & Programs Office of the Barbara Bush Houston Literacy Foundation (BBHLF) to advance the Foundation's mission through signature programs and literacy partner support. The Program & Partnerships Coordinator assists the Strategic Partnerships and Programs Office by supporting the planning, execution and monitoring of project plans and literacy partner activities, assuring for effective use of resources and optimization of results.

Major Responsibilities and Duties

- Liaise with various external and internal stakeholders to coordinate literacy partner activities and projects with various constituents;
- Schedule meetings and coordinate schedules, agendas, meeting materials and participate in Literacy Partner Network meetings;
- Coordinate assigned literacy partner network group and signature volunteer program activities, including organizing and coordinating schedules, site tours, maintaining volunteer databases, event room set-up, and ensuring successful volunteer event hosting in a variety of venues.
- Coordinate school/community liaising activities in support of signature Foundation programs;
- Maintain all administrative files related to the development and execution of projects, including coordinating timeline, budgets, volunteers, the procurement of related supplies and materials, and other resources for project execution.
- Assist staff and committees with the training, coordination and day-of management of volunteers for Foundation-led events and programs. This includes helping organize and coordinating event schedules, maintaining volunteer databases and communications, assisting with event set-up and tear-down, and ensuring successful volunteer recruitment for event and opportunities hosted in a variety of venues.
- Develop and implement business processes and procedures, ensuring projects and volunteer engagement activities are executed with efficiency and effectiveness.
- Assist in the development of program procedures and reports, including tracking of program results (e.g. volunteers, books, number of students served, etc.), lessons learned, budget expenditures, products and artifacts (e.g., photos from partner schools and community organizations).
- Support the Foundation's grants management process and coordinate the collection and aggregation of required applications, agreements and reports from grantees.
- Provides research and project coordination by collecting and assembling relevant data; analyzes information and prepares reports/presentations, as directed and according to project requirements.

- Coordinate volunteer recruitment, engagement and management materials to effectively conduct volunteer orientations and service events.
- Participate in the design of volunteer trainings, assignments of duties, protocols for programs and events.
- Contribute social media and newsletter content related to programs and volunteer engagement.
- Represent the Foundation in partner, sponsor, or public meetings and presentations to the community regarding volunteer events and projects.
- Performs other job-related duties as assigned.

Education Required: Bachelor's Degree

Experience and Skills

- Minimum of 1 year of experience in project or volunteer coordination
- Demonstrated leadership abilities and strategic thinking
- Highly organized
- Ability to prioritize big picture ideas and execute into tangible actions
- Excellent written and oral communication skills
- Demonstrated ability to plan and organize events and projects to meet deadlines with ability to pay attention to detail
- Strong interpersonal skills and an ability to work with a diverse variety of individuals
- Ability to work independently and as a team member to ensure accountability and effective project/program delivery
- Intermediate Microsoft Office Suite computer skills

Working / Travel Conditions

Ability to carry and/or lift less than 20 pounds. Work is normally performed in a typical interior work environment.

Applicants must also be able to drive to and from events, project locations, or community meetings, mostly in the Houston metro area.

Compensation is competitive and commensurate with experience. Benefits provided.

To Apply

Apply online using Indeed.com:

<https://www.indeed.com/job/program-and-partnerships-coordinator-d52272f2f313ae98>