

Programming Coordinator

Reports To: Director of Leadership Advancement

Status: Regular, full-time, exempt

Position Summary

The Programming Coordinator serves as a planner and coordinator for the organization's risk reduction initiatives, in-person events, and member engagement programming. This position supports chapter operations, alumni engagement, partner relations, and the development of community platforms that connect Members, Alumni, and stakeholders. The Coordinator ensures the effective planning, execution, and evaluation of programs and events that advance the organization's mission and foster safe, inclusive, and values-driven experiences.

Job Qualifications

- Bachelor's degree required.
- At least one year of professional experience in higher education, association management, or educational leadership preferred.
- Strong ambition with the ability to take initiative, be creative, and work independently.
- Excellent organizational, analytical, and strategic thinking skills.
- Exceptional written and verbal communication abilities.
- Demonstrated ability to manage multiple projects simultaneously in a dynamic environment.
- Experience with event planning, volunteer coordination, or partner management preferred.
- Familiarity with online community engagement platforms and data management systems a plus.
- Ability and willingness to travel periodically.

Performance Evaluations

Annually, unless otherwise outlined in the Human Resources Manual.

Essential Functions

1. Risk Reduction & Management

- Develop and implement proactive risk reduction and management practices to equip the National Office, Chapters, and Associations to operate safely and effectively.
- Serve as the primary contact for risk management intake, tracking, and resolution, ensuring timely response and documentation of incidents.

- Collaborate with Chapters/Associations to plan and execute special events in accordance with risk management guidelines.
- Recruit, train, and support volunteers for the Chapter support.

2. Partner & Alumni Relations

- Cultivate and maintain relationships with external partners, sponsors, and vendors that enhance programming, resources, and opportunities for Members and Alumni.
- Support the development and implementation of alumni engagement strategies.
- Coordinate alumni participation in programs, events, and volunteer opportunities.

3. Community Platform & Engagement Management

- Manage and maintain the organization's online community platforms to promote connection, collaboration, and communication among Members and Alumni.
- Support the development of digital engagement initiatives, including discussion forums, mentorship programs, and online events.
- Track engagement data and recommend improvements to enhance member experience and resource accessibility.

4. Collaboration & Organizational Support

- Work closely with other National Office staff to ensure consistent messaging, coordination, and support across all programs.
- Contribute to cross-departmental initiatives that advance the organization's mission and member experience.
- Perform other duties as assigned.