



PROGRAM COORDINATOR

SEEKING:

Center for Whole Communities (CWC) is seeking a dynamic and detail-oriented individual who is committed to our mission and values to serve as an **Program Coordinator**. Job responsibilities include strong administrative, organizational, communications, and project coordination skills. Center for Whole Communities is specifically seeking to enhance its organizational effectiveness and diversity within the make-up of our staff. Therefore, we encourage candidates from a wide array of cultures, backgrounds, and life experiences to apply.

CWC MISSION AND SERVICES:

Center for Whole Communities exists to cultivate transformative leadership that weaves together movements for justice and the environment. Our leadership practices and frameworks build capacity at the individual, organizational, and community level to deepen awareness, embrace differences, and value relationships, making change possible.

We offer leadership and organizational development services through our fellowship programs, coaching, facilitation and collaborative consulting work. Our Whole Measures Framework is an adaptable transformative process approach to centering equity in planning and evaluation in organizational, coalition and community contexts.

Essential Functions:

- Provide administrative support for co-directors, managing director and senior fellows including but not limited to scheduling and travel requests
- Develop and generate program reports
- Track programmatic expenses including but not limited to project contracts, staff time allocation, and materials
- Develop and implement communication strategy for programmatic activities

Administrative Coordination:

- Track and generate invoices and accounts receivable information for all fee for service work to be submitted to Bookkeeper
- Track and generate accounts payable information for staff and contractor travel reimbursements
- Support core team and fellows with travel, calendar, and purchasing requests

External Communication Coordination:

- Develop a social media strategy to communicate about on our strategic relationships & CWC network to expand CWC's reach through Facebook and Instagram
- Ensure our social media communication aligns with CWC's culture, vision, and theory of change
- Ensure we respond to messages and requests that come through social media within 24-48 hours

- Leverage our social media platforms to generate content that keeps CWC engaged and connected with other organizations in the field of social, environmental and transformative change

Internal Communication Coordination:

- Maintain CWC Program Calendar up to date with programmatic commitments for each year
- Coordinate with co-directors to ensure Program Calendar is in sync with organizational priorities
- Ensure that core team members and senior fellows are kept informed on the Program calendar, programmatic commitments established for the year, and emerging programmatic opportunities
- Coordinate and facilitate monthly core team calls by infusing and uplifting a combination of our core practices of Dialogue, Awareness, Story, and Relationship-Building

Program Coordination:

- Generate all logistical program communication, internally & externally
- Facilitate two bi-weekly program calls a month
- Maintain Main Library of all CWC documents and images
- Prepare program reports for board, funders and partners
- Be able to explain and advocate for our curriculum and programs to all constituents across the board
- Work with Managing Director to filter and make decisions on workshop, speaking, and consulting requests.
- Maintain and update our annual program tracking document to produce analytics on data such as who we have engaged, where, how many people, and types of partners.

Ideal Experience and Personal Characteristics

The ideal candidate will demonstrate enthusiasm for, involvement in and/or commitment to social justice, environmental and community restoration, land and human health, and will have a high level of literacy and skill working with issues of racial, gender, and environmental justice through a class lens. Candidate should have at least 3 years of experience in providing administrative and coordination expertise for program work in the nonprofit sector.

Program Management skills and leadership experience

- BA/BS degree or a minimum of 3 years of experience program coordination/administration
- Self-directed, highly organized, great on details, and deadline-oriented
- Strong verbal and written communication skills

Administrative skills and experience

- Experience with MS Office software (Outlook, Word, Excel, Power Point)
- Experience with databases and spreadsheets a plus
- Ability to work alone and with a team

Personal Characteristics

- A personal commitment to the values of social and environmental justice
- Collaborative team player who participates in all levels of tasks to accomplish goals
- Flexibility with shifting schedule, including an ability to travel, work long days and some weekends
- A healthy sense of humor

- Committed to and enthusiastic about our mission and programs
- Creative, highly organized, and able to juggle work projects

Compensation

This is a full time position, compensated hourly, rate depending upon experience within a \$16-22 per hour range

To APPLY:

Please submit cover letter, résumé, and writing sample to kris@wholecommunities.org with “Program Coordinator” in the subject line. **This position will ideally be based in our Burlington, Vermont, office but we are more interested in the right candidate and are willing to consider a remote working situation.** Position is open until filled.

We believe that one of the greatest strengths of a community is rich diversity of race, religion, national origin, ethnicity, sexual orientation, gender identity and expression, marital status, age, height, weight, and physical ability. CWC is a 501(c)3 nonprofit organization with a policy of equal opportunity and non-discrimination in employment and is committed to helping all of its employees feel safe, comfortable, accommodated, and valued in our work environment and the larger community.