



Programs Coordinator/Specialist

Exempt

At-Will

THE LINKS, INCORPORATED

The Links, Incorporated is an international, not-for-profit corporation, established in 1946 and based in Washington, DC. The membership consists of 16,000+ professional women of color in 292 chapters located in 41 states, the District of Columbia, the Commonwealth of the Bahamas, and the United Kingdom. It is one of the nation's oldest and largest volunteer service organizations of extraordinary women who are committed to enriching, sustaining and ensuring the culture and economic survival of African-Americans and other people of African ancestry.

INTRODUCTION

The incumbent serves as the resident expert on all national programs and initiatives and serves as the primary point of contact for the national Programs Committee and for member inquires. This role supports the implementation and coordination of the organization's programmatic agenda and performs a variety of administrative, project management and member support tasks.

CONTROLS

The incumbent works under the supervision of the senior manager of communications and community programs. The incumbent is expected to operate within established guidelines, policies and procedures of The Links, Incorporated, and strategic priorities of the national Programs Committee. Work is evaluated for effectiveness in meeting expected results and for timely completion of assignments, resourcefulness and satisfactory support of the national Programs Committee.

DUTIES AND RESPONSIBILITIES

Program Committees

- Assists facet directors and program committee chairs in the development and review of program related toolkits, handbooks, PowerPoints, and other related materials.
- Disseminates program information and materials to members as needed
- Ensures program documents remain up-to-date within the Members Only section of website
- Supports senior manager of communications and community programs in ensuring programming related website content remains current and drafts copy updates as needed
- Supports national Programs Committee, and senior manager of communications and community programs with implementation of national partner initiatives and disseminates information to areas and chapters as needed.

Program Reports

- Administers and manages annual program report process under the supervision of the senior manager of communications and community programs.
- Works with web developer to maintain and update online program report system.
- Updates program reporting instructions, guidelines, timelines, reports and data sheets to reflect changes in policies, program partnerships and initiatives, and disseminates to membership.
- Assists national director of programs with planning and scheduling member training sessions
- Ensures program team is trained on using online program report system.
- Aggregates data from program reports and chapter data sheets, and produces summary report
- Develops and releases program report submitter and reviewer surveys to assess the program report process user experience.



National Assembly

- Work with senior manager of communications and community programs, meetings team, and national director of programs to plan and execute all program-related assembly events and activities, including Program Luncheon, Program Pavilion, Co-Founders Awards, community service project, chapter awards, chapter exhibits, program workshops, poster art exhibit.
- In collaboration with national program director and program committees, ensure that all information related to assembly program publications and program honorees is submitted and edited by established deadlines.
- Work with senior manager of communications and community programs on the production of programming related materials including National Program Journal
- Oversee all program-related assembly activities onsite

Program Budgets

- Monitors all program budgets for national director of programs, facet directors and program committees. Work with finance department to ensure that budgets and expenses coincide and that copies are given for all program expenses.
- Ensure that national program director approves all major expenses and is periodically updated on status of all program budgets.

Other duties as assigned.

REQUIREMENTS

This position requires knowledge of non-profit organizational processes, policies and procedures as it relates to community service and membership programs.

Other requirements include:

- At least three years of administrative and/or community relations experience.
- Bachelor's degree in business, English or related field.
- Strong project management skills
- Excellent written and oral communication skills
- Proficiency in use of MICROSOFT OFFICE (e.g., Word, PowerPoint, Excel)
- Knowledge of principles, practices and techniques for program development, implementation, and evaluation a plus
- Facilitation/training skills a plus
- Ability to work independently
- Detailed Oriented
- Critical thinking Skills
- Risk Management Skills
- Strong Time Management Skills

To apply: Please submit a resume and cover letter to hr@linksinc.org.