Title: Program Coordinator

Reports to: CEO

Status: Full Time, Not Exempt

Salary: $20.00 per hour, with single health coverage (employee only)

Job Overview:

This job is designed to work at Trickster’s location at 190 S. Roselle Road in Schaumburg, IL, and is not a remote position. The Program Coordinator position is designed to manage the programs and staff of Trickster Cultural Center, to allow the CEO time for networking and off-site meetings.

At Trickster Cultural Center, our strength is delivering leading-edge, culturally relevant, educational, and artistic programming and special events that support those we serve. Established on a foundation of Native American heritage and tradition, Trickster increases the visibility and impact of contemporary cultural arts and education nationally through: all arts media, music, veterans, fatherhood, and social justice issues to advance these programs.

Job Duties:

- Ensure implementation of policies and practices
- Monitor project budgets and track expenditures/transactions
- Handle project related financial administration
- Manage and write communications for web, media relations, social media, etc.
- Help build positive relations within the team/staff and volunteers
- Keep all members of the team up-to-date with relevant project information via project management software such as Asana
- Communicate with team members to ensure maximum efficiency
- Schedule and organize meetings/events and maintain agenda
- Ensure technology is used correctly for all operations (video conferencing, presentations etc.)
- Prepare paperwork for grant reporting/tracking
- Keep updated records and create reports for proposals/grants
- Support growth and program development
- Create presentations, summaries, and helping materials to ensure better communication and company-wide understanding of programs
- Perform other related duties as may be assigned
Job Qualifications and Education:
- Previous working experience as a manager of staff for 3 years
- Degree in business administration or similar degree

Physical Demands
- Ability to carry 40lbs; ability to lift and arrange equipment and furniture

Work Environment
- Office environment; some outdoor events and activities

Position is funded for 1 year, with the possibility for extension based on funding. Current position will be funded by a combination of grant funding already secured for 1 yr.