Title: Program Coordinator
Date: February 25, 2022

REPORTS TO: Operations Manager
LOCATION: Remote within United States, with preference in Western US

WORK ENVIRONMENT: This job operates out of a home office. This role expects communication with staff and supervisor in-person and via phone, video conferencing, and email. Travel to biannual board meetings two weeks a year in April and December.

CLASSIFICATION: Exempt, 75% Full Time Equivalent (FTE). 30 hours per week. Hours of Operation are Monday through Friday between 9:00 a.m. to 5:00 p.m. Mountain Time.

JOB OVERVIEW: The Program Coordinator is part of the Operations Team which provides support to TREC Staff with a focus on programmatic support, event planning & logistics, and other duties as requested.

MAJOR RESPONSIBILITIES:
Overview of Job Functions in Job Description
1. TREC Program Support 70%
2. Fiscal Management 5%
3. Ops & Administrative work 10%
4. DEI Learning-Prof Dev 5%
5. Staff Meetings & Communication 10%
100%
DETAILS OF JOB RESPONSIBILITIES:

1. **TREC Program Support (70%)**
   - Gather quotes, suggest venues, and create draft contracts with venues for in-person events.
   - Maintain good relationships with TREC vendors over time, communicate closely regarding TREC needs and upcoming programs.
   - Coordinate logistics for in-person TREC trainings and events working closely with TREC faculty & Ops Team, including arranging food & beverage, travel, lodging, supply needs, and meeting materials.
   - Collate, format, and prepare materials for programs (published workbook for in person or online).
   - Communicating deadlines and collecting information from participants and staff.
   - Steward the participant experience for TREC cohort training programs both online and in-person – including tracking recruitment, sending invitations, tracking registrations, distributing and tracking participant forms, requesting and tracking travel information and subsidy requests, creating carpools/arranging ground transportation to venues, and more.
   - Keep TREC faculty up to date on program participants, provide participant rosters and registration information to faculty.
   - Maintain online learning spaces and communication platforms (Basecamp or Canvas) for participants and faculty.
   - Assist with travel logistics/booking; track reservations, and create travel details & carpool sheets.
   - Administer and track all 360 Feedback evaluations for Leadership Program trainings and others.
   - Other support for TREC events, webinars, and workshops
     - Assist with evaluations & reports for program outcomes
     - Assist with website content management & TREC’s Resource Library upkeep, formatting and posting resources
     - Assist as needed with virtual events, backup for tech support.

2. **Fiscal Management (5%)**
   - Assist with bookkeeping duties including coding, receipt and bill organization, and maintaining AP online filing systems.
   - Review venue, food & beverage, and other bills for accuracy.
   - Follow all financial policies and procedures.

3. **Operations & Administrative Work (10%)**
   - Provide general administrative support and assistance to Operations Team and TREC Staff.
   - Assist with internet research for a variety of needs.
   - Update, review, and participate in SOPs and training videos on key job functions.
   - Maintain program participant and recruitment information our database, Salesforce.
   - Maintain program documents and materials on TREC’s file sharing space, SharePoint.
   - Assist in tech support & upkeep of Salesforce, Microsoft Teams, SharePoint, Zoom, and other information systems.
4. **DEI Learning and Professional Development (5%)**
   - Engages in training inside and outside of TREC around bias, power and privilege, and racial equity as well as skill building related to key job functions
   - Solicits feedback from colleagues, TREC Executive Director and others, and creates action plans for growth and development, including equity and inclusion competencies.

5. **Staff Meetings & Communication (10%)**
   - Attend Staff Meetings & DEI calls
   - Alternate notetaker for staff & DEI calls on rotating basis
   - Respond to staff requests; communicate with Operations Manager as needed
   - Attend weekly supervisor meetings & quarterly Operations Teams meetings
   - Plan in-person staff meeting logistics in coordination with Management team; attend biannual staff & board meetings

**OTHER DUTIES:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**TREC’S VALUES, COMPETENCIES, AND BEHAVIORS**
- Self-Awareness and Learning/Growth Mindset
- Accountability, Respect
- Collaboration, Interdependence, Collectivism
- Inclusiveness, Justice, Anti-racist stance
- Effective Communication
- Creative and Strategic Thinking
- System and Power Awareness
- Joy, Well-being of the collective

**SIGNATURES**

Program Coordinator ________________________ Date ________________________

Supervisor ________________________ Date ________________________