



## **PROGRAM COORDINATOR**

### **JOB DESCRIPTION**

The Blight Authority of Memphis (BAM) is currently looking to hire for a part-time position to serve as a Program Coordinator for the organization. The position will assist staff and board with clerical duties, receive mail and calls, support with data entry needs.

Part-time salary position ranges from \$25,000 to \$30,000 annually. Hours needed will range from 20 to 30 hours per week.

### **DUTIES & RESPONSIBILITIES**

- Coordinate facility staffing needs and supervises assigned staff and volunteers.
- Maintain records and reports, reviews and organization forms.
- Produce monthly newsletter and e-blasts for events as needed.
- Manage social media accounts and maintains website updates to produce engaging content that showcases BAM events, compelling projects, Memphis development, member success stories, etc.
- Support BAM Board of directors general and committee meeting clerical needs.
- Assist BAM staff in ways that optimize procedures, supports administrative needs, and maintains an organized inventory of supplies.
- Create and update records ensuring accuracy and validity of information
- Monitor inventory level of supplies and handle shortages.
- Resolve office-related malfunctions and respond to requests or issues.
- Coordinate with other departments to ensure compliance with established policies.
- Maintain trusting relationships with suppliers, customers and colleagues.
- Support the team in managing schedules, budgets and timelines for various deadlines and events.
- Support with leading one to two annual projects to support fundraising and/or organizational professional development projects.

### **KNOWLEDGE & ABILITIES**

Ability to work well under pressure; outstanding organizational and communication skills; strong attention to detail; good judgment, strong decision-making instincts, and total discretion; ability to function autonomously, yet effective as a member of a coordinated team; excellent proofreading/editing skills; familiarity with diplomatic protocol, a plus.

- Has proficient knowledge of Word, Excel, PowerPoint, and Outlook and willingness to learn software systems administered by the organization.
- Ability to work with a diverse development and business community.
- Applicant must have entrepreneurial mind set, self-motivated attitude and possess

strong time management skills.

- Ability to work flexible hours as requested by Executive Director
- Ability to manage multiple tasks under strict deadlines.
- Ability to communicate effectively, both orally and in writing.
- Must be able to provide proofreading abilities and be familiar with recording meeting minutes.
- Ability to work with a diverse development and business community.
- Excellent organizational and time management skills
- Must possess analytical abilities and aptitude in problem-solving.
- Ability to attend workshops and training sessions.
- Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.
- Analytical abilities and aptitude in problem-solving.

### **MINIMUM QUALIFICATIONS**

- High School Diploma is required.
- Preferred minimum of one (1) year of experience involving clerical duties.
- Must possess a valid driver's license through the State of Tennessee.
- Successful completion of a background check.
- Must possess a valid driver's license through the State of Tennessee. Access to an automobile with applicable insurance.
- Successful completion of background check.

Interested applicants should apply by submitting a cover letter, resume and three (3) professional references with email and phone number. Applicant should designate the position which is being sought and submit in email to [support@blightauthoritymemphis.org](mailto:support@blightauthoritymemphis.org).