Position Available: Senior Program Coordinator

Opens: January 21, 2020  
Closes: February 11, 2020, for first consideration  
Position Available: March 2, 2020

The National Girls Collaborative is a private, nonprofit organization with funding from federal and state government, private foundations, corporations, and individuals. Our vision is to bring together organizations throughout the United States that are committed to informing and encouraging girls to pursue careers in science, technology, engineering, and mathematics (STEM). For information about the National Girls Collaborative, visit https://ngcproject.org.

POSITION DESCRIPTION
The NGC Senior Program Coordinator will support our ongoing STEM and equity projects, as well as coordinate logistics for special projects and events, coordinating multiple projects and programs, both internally and with external partners. This position will also lead webinar services management which includes identifying and improving the current process, providing logistical support, organizing registration and promotion to drive audience registration, providing training to presenters, planning, and serving as a moderator, when necessary. This position will be responsible for collecting, entering, and compiling data in databases and maintaining accurate records. Our ideal candidate has essential data entry skills, with an eye for detail and familiarity with spreadsheets and online forms.

REQUIRED QUALIFICATIONS
- Bachelor’s degree and five years of related experience
- Proficient with content management systems, Microsoft Word, Excel, PowerPoint, SharePoint, and Outlook
- Proficient with Adobe Connect Web conferencing software
- Excellent written and oral communication skills
- Excellent customer service skills
- Excellent organizational skills
- Must demonstrate collaboration skills and the ability to work effectively as part of a team
- Familiarity with the communications, informal science, afterschool/out of school time, science, technology, engineering, and math (STEM) fields
- Resiliency to handle shifting priorities and maintain demeanor in high-intensity situations
- Ability to operate independently, working remotely.
- Detail oriented

WORKING CONDITIONS
The NGC Senior Program Coordinator position is remote-based, with a flexible work schedule, reports directly to the CEO, and may require occasional onsite meetings in Seattle, WA. Some travel for conferences and events will also be required.

COMPENSATION
This is a 60%-time position, 24 hours per week. Compensation is 60% of annual salary range of $50,000-$60,000, contingent upon experience, education, and skills. Benefits are included.
APPLICATION PROCEDURES AND DEADLINE
Applicants are required to return a cover letter addressing the required qualifications, and a resume with a minimum of three references by February 11, 2020. Applications received after that date will be considered until the position is filled. Materials must be emailed to:

Email: jobs@ngcproject.org
Subject line: The NGC Senior Program Coordinator Position

The National Girls Collaborative provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.