



Program Coordinator

JOB TITLE: Program Coordinator

REPORTS TO: Senior Director of Programs and Partnerships

STATUS: 37.5 - 40 hrs per week

PAY RANGE: \$20-\$23/hr

***Position is in-person, occasional weeknight and weekend hours required.**

ORGANIZATION MISSION

Generator is a combination of business incubator, artist studios and classroom at the intersection of art, science, and technology. We provide the tools, expertise, education, and opportunity to enable all members of our community to create, collaborate, and bring ideas to fruition.

POSITION OVERVIEW

Generator seeks a dynamic, organized self-starter capable of providing high-level coordination for educational programs including: youth STEAM programs, technical skills trainings & project-based workshops for 18+, and signature programs for artists, innovators, and entrepreneurs. The Program Coordinator will be responsible for coordinating with staff to ensure the program success, measuring outcomes, and enhancing operational efficiency.

DUTIES AND RESPONSIBILITIES

Program Coordination

- Support the vision of Generator's future program offerings to engage and empower our community with hands-on skills and creative resilience.
- Foster a collaborative and creative culture; building community and maintaining vibrant relationships with key stakeholders.
- Provide all daily administrative, operational, and logistical activities to plan and promote Generator programs & events.
- Coordinate with key staff to implement and monitor daily program activities ensuring smooth transitions for back-to-back programming.
- Coordinate with program instructors to schedule programs: cultivating a team of dedicated instructors that fosters a culture of safety, collaboration, and engagement for a diverse, equitable, and inclusive community.
- Support leadership team in maintaining and clearly communicating program policies.
- Generate financial reports and records for program-related costs; support annual budget projections to maintain financial stability for Generator's program offerings.
- Purchase supplies in alignment with program budgets.
- Organize and archive documentation and files relevant to Generator programs including partnership agreements, liability waivers, and instructor onboarding and HR filing.
- Identify best practices and procedures to inform future program operations.



Impact & Evaluation

- In coordination with the Program & Development teams, identify and track participation goals and program metrics to correspond with grant reporting and organizational planning metrics.
- Prepare documentation and metrics for funding requests, grant/sponsorship reporting, quarterly impact reports, and bi-monthly Board reports.
- Administer program applications and surveys following Generator's diversity, equity and inclusion promise to gather metrics that help Generator meet the needs of our community and showcase our impact.

Auxiliary

- Collaborate, problem-solve, and use design thinking methodologies to advance the mission of Generator. Join our core staff team!
- Attend weekly staff meetings and join the team in presenting annual community events and represent Generator and its mission.
- Support Generator with other duties as assigned by the Sr. Director of Program & Partnership and/or the Executive Director.

QUALIFICATIONS

- 3+ years experience in program coordination and administrative support
- Strong attention to detail and organization
- Ability to prioritize daily workload and meet deadlines in a fast-paced, collaborative team environment. Firm understanding of procedures that increase efficiency
- Interest and/or experience in grant reporting and data management
- Knowledge of light bookkeeping, monitoring and tracking a budget, and budget process
- Excellent written and verbal communication skills
- Ability to handle confidential and sensitive information
- Proactive problem-solving and decision-making skills
- Dedication to fostering a collaborative team

BENEFITS

- Health Insurance; Dental Insurance; Vision Insurance; 401K; Generator Membership

**Interested applicants are invited to send a resume, cover letter, and (3) three references to veronica@generatorvt.com. Please send pdf files using the following format: LastName.Resume.pdf Applications due by April 17th.*

Generator is committed to building a work community that is inclusive and represents a vibrant diversity of background, experience, perspective and thought. Candidates across all markers of identity (age, race, gender, ability, communication styles, etc.) are highly encouraged to apply.