# JOB DESCRIPTION

**Position**  
Program Coordinator, Center for Healthy Nonprofits

**FLSA Status**  
Part-time Non-Exempt Position

**Reports To**  
Director of Center for Healthy Nonprofits

**Organization Profile**  
CFSA was founded in 1980 and is a leading organization in Southern Arizona for effective philanthropy and the primary knowledge center and strategic resource for donors and the nonprofit community in the region. The Center for Healthy Nonprofits aims to be the go-to source in Southern Arizona for nonprofit leadership, strategy and capacity-building. The Center helps strengthen boards of directors, build the competency of CEOs/Executive Directors, their leadership teams and staff while helping organizations invest in strategic planning and increase their effectiveness.

**Position Purpose & Overview**  
The Program Coordinator for the Center for Healthy Nonprofits creates and executes organizational development and professional development programs for the nonprofit community in Southern Arizona. The Program Coordinator facilitates opportunities for leaders to reflect, share insights and provide guidance, mentorship and support to our nonprofit community.

**Duties & Responsibilities**

- Manage the day-to-day activities of the Center for Healthy Nonprofits programs to build nonprofit capacity in our community through workshops, peer-to-peer roundtables, training programs and convenings.
- In collaboration with CFSA’s Community Investment Team and the Director, develop the Center for Healthy Nonprofit schedule of programs and curricula.
- Build relationships and work closely with nonprofit consultants and other entities who are offering nonprofit training and consulting through TeamUp.
- Collaborate with other Arizona-based capacity-building organizations as needed.
- Support the Facilitators Learning Guild, a community of practice for area consultants.
- Evaluate training and educational effectiveness through the development of survey tools and analysis of survey results: prepare content for reports to the Board and funders as needed.
- Work in collaboration with CFSA Marketing staff to coordinate posting of special events on the website and social media for external audiences in the community, including targeted e-mail blasts as needed.
- Manage the administration, registration, check-in, facilitation, logistics and follow-up communications with presenters and participants for smooth operations and general record-keeping of the Center for Healthy Nonprofits.
- Work in partnership with Director of the Center and the Sr. Director of Community Investments to refine and update the strategic vision and plan for the Center for Healthy nonprofits training sessions and workshops.
- Moderate and host Center sessions in-person and via Zoom.
- Develop and present sessions in areas of expertise, as agreed upon with the Director.
- Assist in the analysis of financial reports for the Center and the development of annual plans/budgets to be presented to the Senior Director of Community Investments
- Track and monitor invoices, expenditures and monthly financials
- Market Center programs to the internal CFSA audience
- Present program updates to committees, staff and other groups as requested.
- Other duties as assigned.

### Qualifications

- Virtual conferencing (zoom) experience such as setting up meetings, managing rsvps, and moderating technology during meetings.
- Meeting facilitation and training experience for both in person and virtual platform.
- Strong administrative and event management skills such as vendor management, handling logistics, invoice processing, scheduling, feedback surveys, and RSVPs
- High level of computer proficiency (Windows environment) and outstanding computer skills, including Outlook, Word, Excel, PowerPoint, and Access.
- Excellent organizational and time management skills, including the ability to prioritize tasks.
- Excellent written, oral and interpersonal skills; ability to communicate complex information in a clear, concise manner to a variety of audiences.
- Commitment to creating an inclusive atmosphere where differences are understood, valued and respected; an understanding and appreciation of the diversity found within southern Arizona including the ability to work with all individuals regardless of race, color, gender, sexual orientation, sexual identity, age, religion, marital status, disability, national origin and military status. Excellent interpersonal skills with a willingness and ability to work cooperatively with others.
- Must project a professional image always in person and on the phones to internal and external constituents.

### General

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this job. This is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel incumbent in this position.

### Americans with Disability Specifications

**Physical Demands**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment**
Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is usually not exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

<table>
<thead>
<tr>
<th>Compensation</th>
<th>To be determined based on qualifications and experience, estimated at $20-per hour.</th>
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<tbody>
<tr>
<td>At-Will Relationship</td>
<td>This document does not create an employment contract, implied or otherwise, other than an “at will” relationship which means that either you or CFSA may terminate the relationship at any time, with or without notice, and with or without cause.</td>
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<tr>
<td>Last Updated</td>
<td>November 2021</td>
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</tbody>
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I have read and understood this explanation and job description and have received a copy of my records.

______________________________
Date