

Nonprofit Program Coordinator Job Description

- Communicates with clients and resources for setting up a nongovernmental organization (NGO) or nonprofit organization (NPO)
- Prepares financial and budgeting plans for the organization's activities by compiling the information from research and other sources, such as, archives, newspaper articles, etc.
- Conducts research to determine programs that fit into the nonprofit program
- Prepares educational material, teaching materials, music and entertainment programs for various seminars, workshops, etc.
- Maintains database of the organization's membership
- Makes suggestions for the establishment of nonprofit programs, which will facilitate the development of community resources
- Designs promotional programs that can be conducted for awareness among target groups with regard to various nonprofit activities
- Conducts surveys and researches to determine the best way to establish the nonprofit organization, establishing a people bank, developing a program for widows and orphans, etc.
- Collects membership fees from new members of the organization
- Interprets technical data related to the nonprofit program's planning and implementation
- Maintains records of activities conducted in connection with programs undertaken by the organization
- Prepares reports based on activities undertaken, as well as produces publications for dissemination purposes in connection with specific programs undertaken by the organization
- Maintains database of the organization's membership.