

Program Coordinator Job Description

- Plan, organize, and coordinate the program
- Ensure all participants are fully aware of their responsibilities
- Monitor the progress of activities and determine if there is any unanticipated activity that must be addressed
- Schedule staff to ensure delivery of services and activities
- Develop resources for program implementation
- Lay down markers for proposals and documents
- Analyze data to prepare reports and evaluation forms on progress, achievements and problems during the program
- Handle interviews, surveys, and supervision of participants with regards to the overall outcome of the program or project
- Determine specific needs in terms of equipment, supplies, or personnel for different sections throughout the program or project
- Prepare sustainability plans for the program or project
- Coordinate activities with other organizations to ensure appropriate use of resources and capacity building for successful implementation of program or project
- Train and supervise the staff in operating programs and projects within the regional office
- Evaluate programs and projects to determine what is needed to make it successful
- Provide technical assistance and training to other organizations when necessary
- Collaborate with partner organizations, non-governmental organization, local governments, etc. to implement programs
- Prepare presentations, reports on progress of the program or project as required by management
- Manage time and ensure completion by organization managers of their assignments.