

Title: Program Coordinator

Position Type: Full-time, Salaried

Location: Soldotna, AK

Reports To: Operations Manager

Position Summary

The Program Coordinator is responsible for the coordination and execution of organizational programs and events. This role plays a key part in ensuring that programs are delivered effectively, on time, and in alignment with the organization's mission and goals. The ideal candidate is organized, proactive, and capable of managing multiple priorities in a dynamic environment.

Key Responsibilities

Program Planning & Implementation

- Develop and manage program timelines, schedules, and deliverables
- Organize and coordinate events, meetings, and program activities
- Ensure alignment of program goals with organizational strategy

Budget & Resource Management

- Monitor program budgets and track expenditures
- Ensure efficient use of resources and maintain financial documentation
- Coordinate procurement of venues, materials, and staff

Communication & Stakeholder Engagement

- Serve as a liaison between team members, volunteers, and external stakeholders
- Provide regular updates on program progress and address challenges proactively
- Foster strong working relationships within and outside the organization

Administrative & Operational Support

- Maintain accurate records, reports, and documentation for all programs
- Assist with the development and distribution of program-related materials

Project Tracking & Evaluation

- Monitor project milestones, timelines, and deliverables
- Support program evaluation efforts and contribute to continuous improvement initiatives

Qualifications

Education:

- High School Diploma or GED required
- Associate's or Bachelor's degree in a related field preferred

Experience & Skills:

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Strong organizational skills and attention to detail
- Ability to manage multiple projects simultaneously
- Excellent verbal and written communication skills

- Ability to work independently and as part of a collaborative team
- Experience in program or event coordination a plus

Compensation & Benefits

- Salary: Depending on experience and qualifications
- Benefits Include:
 - Medical, dental, and vision insurance
 - Paid time off and paid holidays
 - Retirement plan 2% nonmatching IRA

Additional Information

- Occasional travel or evening/weekend work may be required depending on program needs
- Valid driver's license and reliable transportation required

Please email a cover letter and resume to: Shannon@krsa.com