

ORGANIZATION: Causewave Community Partners

TITLE: Program Coordinator

REPORTS TO: Program Team Director

Candidates interested in part-time OR full-time work are invited to apply.



HOW CHANGE GETS GOING

It's an exciting time to join Causewave.

- Competitive pay and benefits package, including 100% coverage of single health and dental insurance
- Flexible work environment, including a hybrid work schedule—you choose where you do your best work each day
- Generous paid time off, including vacation, sick, and 16 paid holidays per year (includes 2 floating holidays to use whenever you want)
- Flexible employer contributions after one full year of employment for retirement, student loan repayment or other needs
- Personal professional development budget provided annually to pursue topics/opportunities of your choice (\$1,000 per employee)
- Annual cell phone stipend
- Free cookies every day (yes, you read that right!)
- Awesome colleagues and a culture where everyone's ideas matter
- Exciting, meaningful work: You'll be among our region's changemakers and know every day that your work is making a difference!



The Program Coordinator plays a critical role on our diverse team, supporting work that fosters positive change within nonprofit organizations and the community. Program Coordinators collaborate with nonprofit partners, Causewave staff, and outside resources to accomplish shared goals. The Program Coordinator in this particular position will focus on supporting a limited number of nonprofit partners.

What we're looking for in a Program Coordinator:

The Program Coordinator should have experience with and ability to:

- Plan meeting agendas and follow up on action items. Interface with multiple stakeholders.
- Execute marketing tactics, including social media, email marketing, and basic design of fliers or other materials.

- Coordinate the timely production of newsletters, event invitations, and program materials, including copywriting, editing, and coordinating external resources and vendors.
- Assist with research, data analysis and results presentations.
- Learn and leverage multiple online systems and tools to support programs as needed.
- Plan and coordinate events, including conferences, workshops, and outreach events.
- Participate in grassroots outreach efforts, such as tabling and delivering materials to community organizations/sites.
- Support program team with coordination and logistics for programs as needed.
- Play an active role in building Causewave's important partnerships by participating in donor and client events and community presentations.
- Perform other duties as assigned in support of Causewave's mission.

Some other things to consider when evaluating if this role is right for you:

- **Passionate:** You should be someone who's looking to have an impact by focusing on a few clients/causes and spending a good portion of your days and weeks building expertise, relationships and results on the same few projects.
- **Organized:** You will have large projects on your plate, and will need to be great at planning, prioritization, process and: Getting. Stuff. Done.
- **Relationship builder:** You enjoy people and value building deep collaborative working relationships.
- **Team attitude:** We are all on the same team, and when one of us succeeds, we all do. That means you'll look for opportunities to pitch in on things that may not be in your job description—both big and small.

Preferred experience for the role:

- Minimum 2 years of professional experience (internships count)
- Excellent organizational skills and attention to detail
- Adept at managing multiple priorities
- Hands-on marketing and/or fundraising expertise a plus
- Strong customer service orientation
- Strong desire to make the world a better place
- Bachelor's degree OR equivalent experience

DON'T MEET EVERY SINGLE REQUIREMENT?

We still encourage you to apply! Studies show that women, non-binary applicants, and people of color are less likely to apply for jobs unless they meet every single qualification. However, at Causewave, our diverse backgrounds, perspectives, identities, and talents help us thrive.

How to apply:

We're excited for the future and the addition of another amazing team member to help us fulfill our vision. If you're excited too, apply at: info@causewave.org.

Submissions must include a resume AND either a cover letter or video submission (1-minute max).

The salary range for this role is \$20 – 23 per hour. This range is for illustrative purposes only, and salary offers are commensurate with experience.