



Program & Volunteer Coordinator Job Description

Reports to: Executive Director

Supervises: Volunteers and interns, as assigned

The Program Coordinator is responsible for supporting the development, coordination, and evaluation of the South Orange/Maplewood Community Coalition on Race's programs and mission-aligned initiatives. This role includes program and event planning, committee and volunteer support, organizational operations, and community outreach. The Program Coordinator ensures the effective execution of Coalition strategies and events that advance racial equity, integration, and inclusion. This role is a key public-facing position, requiring the ability to act as an ambassador for our nonprofit's mission and values when interacting with stakeholders, partners, and the community.

Committee Support

- Serve as liaison to Coalition committees as assigned by the Executive Director
- Provide orientation for new committee members and training for co-chairs
- Assist committees with the development of annual goals, objectives, and budgets
- Ensure committees meet regularly and remain focused on their stated goals and timelines
- Work with committee chairs on agendas, calendars, and meeting invitations and locations
- Participate in committee meetings to provide logistical, planning, and administrative support
- Support committees with program and event design, implementation, and evaluation

Program Management & Evaluation

- Assist with the planning, implementation, and coordination of programs and related activities
- Manage project timelines, maintain documentation, and ensure programs remain on schedule and within budget
- Coordinate internal and external communications related to programs (e.g., flyers, web content, social media)
- Collect, organize, and analyze data for program evaluation and organizational learning
- Identify key metrics to assess the impact and effectiveness of programs
- Assist the Executive Director with program-related grant proposals and budgets
- Manage the Wealth Gap Equalizer Loan (WGEL) Program, including application support, partner communication, and reporting
- Ensure racial integration and equity principles guide all aspects of program design and delivery

Volunteers & Community Partnerships

- Conduct outreach to recruit volunteers for committees, programs, and events
- Provide orientation and onboarding for new volunteers and interns
- Co-facilitate new trustee orientation with the Executive Director
- Support the delivery of community workshops and trainings on racial equity and inclusion
- Cultivate and maintain collaborative relationships with community organizations, schools, and institutional partners to enhance program reach and impact
- Ensure volunteers are meaningfully engaged and recognized for their contributions

Organizational Management & Communications

- Take and submit minutes from monthly Trustee meetings to the Board Secretary by Tuesday following each meeting
- Maintain SharePoint files for committees, including minutes, and program information
- Support production and distribution of monthly e-newsletters and other communications
- Assist with marketing materials such as flyers, graphics, and signage for programs and events
- Maintain supplies and assets used for the Coalition's information tables
- Provide logistical and administrative support for fundraising events and campaigns