



Programs Coordinator
Job Description

Office Management & Fundraising

- Oversee and support all administrative duties in the office and ensure that office is operating smoothly
- Coordinate the handling of receipts and disbursements
- Answer phones, greet visitors, conduct tours
- Monitor the public email addresses and respond to inquiries
- Track donations and assist with maintenance of the donor database (Little Green Light- LGL)
- Prepare mailings for appeals and prepare acknowledgments for donations
- Manage gift shop and gift shop sales
- Actively and enthusiastically represent BMCA in the community

In-house Programming

- Work with the ED to schedule programming
- Maintain clear communication with program instructors, performers and participants
- Communicate with program participants regarding schedules, payments, and concerns
- Collect and track payments for programs

Facility

- Assist with set up of programming rooms, theater needs, storage and organization of materials and equipment in the building.
- Assist with regular clean-ups and repairs

Other Duties

- Assist with events as needed including some evenings and weekends
- Other duties as assigned

Requirements and Skills

- Proficiency in MS Office and Google products
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements

Schedule & Salary

- Generally work Monday through Friday 11:00 - 5:00. Four day work week is also possible.
- 30 - 35 hours per week
- Some evening and weekend hours
- Starting pay \$15-\$17 an hour depending on experience