



Program Coordinator Job Description

Updated August 2021

Exempt Employee (1.0 FTE)

Hiring Range: \$35,000 - \$41,000 DOE

Reports to Director of Economic Vitality Services

Job Purpose

Provides hands-on support to RDI's programs; coordinates the work of other RDI staff, consultants, and community stakeholders to achieve project outcomes.

Essential Duties

Enhances the ability of local leaders to strengthen economic and social vitality within their rural communities through the following activities:

- Provides administrative support to RDI's programs and projects. Duties include:
 - arranging logistics for virtual meetings (scheduling, outreach, registration, moderating, etc.)
 - scheduling appointments and helping manage Outlook calendars
 - providing high-level coordination and organizing of travel arrangements and logistics details
 - creating, editing and/or reviewing training materials, PowerPoint presentations, flyers, brochures, and handouts
 - coordinating participant correspondence which includes phone calls and the preparation/review of emails and postal mailings
 - maintaining detailed records in company files and database
 - processing program evaluations
 - negotiating contracts and arrangements with meeting facilities and caterers
 - assisting with meeting notices, logistics, mailings, and minutes
 - monitoring and coordinating training supplies and materials
 - recording program purchases or expenses and tracking by project codes
- Effectively communicates with participants, stakeholders, community leaders, and RDI community contacts statewide.
- Tracks, manages, and synthesizes community information and qualitative data.
- Supports working relationships with key partners throughout the region and with relevant state organizations.
- Plays a coordinating role in the implementation of projects and programs as assigned.
- Works as part of a virtual team to evaluate existing services, design and develop new services, and generate funding proposals.



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Administrative and General Duties

- Provides administrative support to the Regards to Rural Conference and other events as assigned.
- Assists with the organization and maintenance of company files, both hard copy and electronic.
- Moderates virtual staff meetings as assigned.
- Maintains RDI's core organizational competencies as outlined in the Employee Handbook.
- Participates in internal strategic planning.
- Explores best practices in areas of interest, shares with RDI staff, and incorporates into leadership training and technical assistance.
- Follows RDI's financial project management guidelines outlined in the Employee Handbook as appropriate to this position.
- Contributes to RDI's welcoming culture by treating others with respect and valuing their uniqueness.
- Embraces and supports RDI's efforts to advance diversity, equity, and inclusion within our organization.
- Contributes to a diverse, collaborative team environment and promotes inclusion and cultural responsiveness.
- Performs other duties as assigned.

Key Qualifications and Skills

- Passion for vital rural communities.
- Superb organization skills.
- Excellent personal and verbal communication skills: a professional and friendly style, polite and polished in person, on the phone, and via email.
- Effective time management and multi-tasking skills; skilled at prioritizing workload to meet deadlines/goals.
- Self-starter with a high level of initiative, follow-up skills, and attention to detail.
- Proficiency using Microsoft Office Suite, Survey Monkey, Zoom, and navigating the Internet.
- Database and/or social media experience desired.
- Two years of administrative support or relevant experience.
- A college degree in a related field of study is preferred but not required.
- Proactive problem solver and self-starter with a high level of initiative and follow-up skills.
- Ability to communicate effectively with individuals from diverse backgrounds and cultures, particularly among Tribal and Latino populations.
- Flexibility to respond and change, as needed, to meet the requirements of local communities.
- Conflict resolution and negotiation skills.
- Bilingual (Spanish) a plus.



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Work Environment

- Location at our Coburg headquarters is preferred; telecommuting is also an option.
- Duties may occasionally require long days to meet project deadlines and may involve weekend and evening hours.
- Reliable transportation and clean driving record is required. Occasional travel (primarily in Oregon) will be required.
- Mandatory attendance at staff meetings and the Regards to Rural Conference.
- Must be able to comply with our Youth Protection Policy including background screening.
- May require the ability to bend, push, pull, grasp, and lift up to 35 pounds.

What We Offer

- A robust benefit package providing health, vision, and dental insurance
- Company contribution to your 401K account (after six months)
- Generous Paid Time Off (PTO) policy and ten paid holidays
- AAA membership

Application Process

Deadline for application to be received is 8 am, Wednesday, September 8, 2021.

Please submit:

- Cover letter
- Resume

(Incomplete applications will not be considered.)

Email to: hr@rdiinc.org

Mail to:

Human Resources
Rural Development Initiatives Inc.
91017 S. Willamette Street
Coburg, OR 97408

RDI is an equal opportunity employer that values diversity of all kinds. We believe that organizational behavior can disproportionately impact the most marginalized people in society. It is our policy to ensure that all individuals are treated equally without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation, expression, gender identity, or veteran status. RDI strongly encourages applications from people with these identities or who are members of other marginalized communities to ensure that all are given every opportunity to succeed.



Rural Development Initiatives is an Equal Opportunity Employer.