

We are looking for a part-time Program Coordinator to help manage our day to day operations and provide organizational, event and communication support. This position would require an average of 8 hours per week (the nature of the program is somewhat seasonal); days and times are very flexible and would primarily be an at home job. It's a contract position with a starting wage of \$23 per hour.

Job Description: Program Coordinator

Reports to: Steering Committee Chair or designate

YardSmartMarin is a collaborative, community-driven project empowering people who live and work in Marin to reduce / eliminate pesticide use in the home and work environment through awareness and education about safer, effective alternatives.

Essential Functions:

Administrative Support

- Serve as first point of contact for the organization (general email address, phone, etc)
- Schedule, prepare and follow up for meetings with agendas, meeting materials, minutes, follow up activities
- Maintain organizational files and documents
- Manage "member", partner and grant databases
- Prepare required periodic reports
- Provide general administrative support

Special Events

- Coordinate YSM tabling at community events
- Assist with coordination of event logistics
- Maintain inventory of event related materials

Communications

- Assist with print and electronic newsletters
- Coordinate website updates
- Post to social media platforms
- Assist with "member", partner and donor communications, including appeal and thank you letters
- Maintain organizational archives

Qualifications:

- Solid written and oral communication skills and excellent phone manner.
- Strong attention to detail and ability to work as a team member with minimal supervision.
- Ability to multi-task, organize details, set priorities, and meet deadlines.
- Proficiency with spreadsheets and word processing.
- Proficiency in social media platforms – Facebook, Instagram, Nextdoor, etc.
- Interest in and commitment to YSM's mission.

Approved December 2, 2019

[Apply here](#)