**Program Coordinator Job Description:** Internal DOC

**Job Overview**

Program Coordinator (PC) supports the Executive Director (ED) with the implementation, planning and coordination of programs and their activities. Monitor implementation of program policies and practices. Work to keep programs on schedule, within stated budgets and functioning smoothly. Support program growth and development as necessary.

The PC will assist the ED with HofE’s efforts to build and maintain strong and effective working relationships with federal, state, and local governments, the Ellsworth downtown business community, and area citizens. The Coordinator will lead hands-on projects that benefit the downtown district of the City of Ellsworth, while engaging partners in collaborative planning and coordination, to effectively coordinate programs and projects.

The specific focus of this role for the first several months will be managing the implementation of the Entrepreneurial Ecosystem Grant. A grant to build opportunities/programs that foster and support entrepreneurism in the downtown business district of Ellsworth, ME, a key component to Main Street economic development strategies. This role will help to lead, align and support cross-sector partnerships and collaborations through managing specific programs that fit grant criteria. The ongoing expansion of these projects and concepts will be a key aspect of this position post-grant role.

The PC will also provide additional support as needed in various other HofE programming initiatives. This includes being a participant on HoE committees, representing HofE at relevant meetings and events, helping with marketing and content management through various published materials and assisting with outreach and day-to-day administrative needs.

**Objectives**

* Monitor project or program for successful completion
* Track relevant expenses for activities and materials
* Coordinate and lead when appropriate meetings to discuss progress and maximize productivity
* Create promotional materials to encourage community participation
* Identify best practices and procedures to inform current and future programs
* Purchase necessary supplies for program setup and execution

**Responsibilities**

* Plan and execute immersive activities
* Foster a positive, collaborative work environment
* Assist in marketing and outreach efforts
* Work with ED to generate reports and records for all program-related costs
* Oversee various program and program administrative, operational, and logistical activities
* Maintain consistent communication with internal committees, external vendors, and organizers