

Program Coordinator



The Alliance is seeking applications for the position of Program Coordinator. The Program Coordinator will play a crucial role in overseeing and coordinating various aspects of work for the NH Alliance of Early Childhood Coalitions. You will work closely with Alliance members and stakeholders to ensure effective communication and collaboration with the Community of Practice and workgroups. We expect this position to be 20 hours per month starting in May and that the contract will be renewable, based on available funding.

Responsibilities

- Organize and facilitate Community of Practice meetings, events related to program activities, including the Early Childhood Convening
- Collaborate with workgroup to address goals
- Assist in the development of program-related materials and documentation
- Assist in tracking progress on goals in the work plan
- Support note taking during meetings

Skills Needed

- Proven experience in program coordination or project management roles
- Strong group facilitation skills - ability to:
 - Facilitate virtual meetings using Zoom
 - Manage multiple tasks simultaneously while maintaining attention to detail
 - Work effectively both independently and as part of a team
 - Be flexible and to adapt to changing priorities
 - Communicate well (verbal and written) with strong interpersonal abilities
- Strong organizational skills with the ability to prioritize effectively
- Possess a proactive attitude with a problem-solving mindset
- A passion for driving successful outcomes through effective program coordination

Preferred skills and experience

- Familiarity with early childhood field

Contractual Relationship, Reporting Requirements and Time Commitment

- Is an independent contractor and not a common-law or statutory employee.
- Reports to the Program Director of the NH Alliance of Early Childhood Coalitions.

Interested applicants should send a resume, salary requirements, and cover letter to Sarah Fox, sfox@nhaecc.org by Friday, April 12