

Job Description

Title: Coordinator, NCOHC

FLSA Classification: Non-Exempt

Reports to: Program Manager, Program Solutions

JOB DESCRIPTION

Summary:

The Coordinator provides administrative, operational, and logistical support for an assigned portfolio of programs and initiatives across the organization. This role assists with the day-to-day coordination and execution of program activities, ensuring projects run smoothly and timelines, documentation, and communications are maintained. The Coordinator supports program budget tracking and financial documentation as well as grant development, tracking, reporting, and administrative processes under the guidance of the Director or assigned program lead. This position may support program-specific communications, such as participant emails, meeting follow-up, program announcements, program-specific newsletters, and informational materials.

The Coordinator works closely with internal staff, community partners, and stakeholders to support program implementation, data tracking, and event coordination. This position plays an important role in maintaining organized systems and processes that help advance the organization's public health and community impact initiatives.

This position operates in a hybrid work environment, with a combination of remote work and in-person responsibilities. In-person work may take place at the organization's Cary office or at meetings and events in the community. Staff will be provided at least five (5) days' notice for required travel or in-person engagements whenever possible.

Organizational Responsibilities/Essential Functions:

- Support the mission of FHLI through daily engagement with colleagues and work patterns
- Represent the values of FHLI in important partnerships and programs
- Comply with handbook policies and procedures
- Attend mandatory team and staff events
- Participate in the improvement of process and work culture at FHLI
- Work with a high degree of professionalism in all tasks and interactions
- Accountability for time and FHLI resource utilization

Programmatic Responsibilities/Essential Functions:

Program Coordination

- Support the implementation of multiple programs and initiatives across the organization.

- Coordinate program logistics including scheduling meetings, preparing materials, and maintaining project timelines.
- Assist with organizing trainings, workshops, webinars, and community events.
- Track program tasks and deliverables to ensure activities stay on schedule.

Administrative and Operational Support

- Maintain organized program documentation, files, contracts, grant records, and shared resources.
- Support data entry and tracking in internal systems, databases, reporting tools, budget trackers, and grant management systems.
- Prepare routine reports, summaries, and internal updates on program activities.
- Assist program leads with monitoring program expenses, tracking invoices and payments, and identifying items that may require follow-up.
- Participate in routine budget review processes to build knowledge of program budgeting, financial tracking, and fiscal stewardship.
- Help maintain accurate financial and grant documentation and gather information needed for budget reviews, grant applications, funder reports, and program planning.
- Track program-specific grant deadlines, deliverables, reporting requirements, renewal dates, and submission materials to help ensure timely and complete responses.
- Assist with drafting program-specific communications, meeting notes, participant follow-up, and program materials related to assigned programs and initiatives.

Event and Training Coordination

- Assist with planning and executing in-person and virtual meetings, trainings, and events.
- Manage logistics such as registration, materials, technology setup, and follow-up communications.
- Coordinate with staff and partners to ensure successful event delivery.

Communication and Reporting

- Support the development of program-specific communications, including participant emails, meeting follow-up, newsletters, program announcements, and informational materials related to assigned programs and initiatives to share with stakeholders.
- Draft and schedule content across NCOHC social media pages to promote events, share updates and highlight partner initiatives.
- Monitor NCOHC social media accounts, respond to comments, track engagement metrics, and identify relevant content from partner organizations to re-share.
- Maintain NCOHC content calendar to ensure consistent posting schedules and align messaging with current events.
- Manage NCOHC subscriber lists and contact database, ensuring audience segments are up to date and active for target communications and event invitations.
- Coordinate with internal teams to gather information needed for program reports, funder updates, meetings materials, program-specific communications, and program-specific updates.
- Provide limited support for organizational communications only when directly connected to assigned program work and approved by the supervisor.
- Maintain organized program documentation, records, and shared resources related to

program-specific activities, program-specific communications, and reporting requirements.

Education and Certifications:

- Bachelor's degree in public health, public policy, communications, journalism, or a related field.
- 1-3 years of experience in community health initiatives, public health programming, and/or working as a community health worker.
- Demonstrated ability to work in community, build trust, and achieve program deliverables.
- Strong writing, relationship building, and project coordination skills.
- Ability to work collaboratively with cross-functional teams and external partners.
- Ability to work independently and proactively on tasks.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift to 15 pounds at times.

Travel required:

Yes, up to 20% of work time. Position is hybrid with quarterly in-person staff meetings at the office in Cary, NC. Other in-person events and meetings across the state and out of state conferences may be required. Employees will be notified of activities that require travel a minimum of 5 days prior to the event.

EEO statement: *We are an equal employment opportunity employer and do not discriminate against any person because of race, color, creed, religion, national origin, political affiliation, sex, gender identity or expression, sexual orientation, age, disability, genetic information, or other reasons prohibited by law (referred to as "protected status"). This nondiscrimination and opportunity policy extends to employment, use of all company facilities, membership, board service and leadership, volunteerism, participation in any of the organizations programs or services and all employment actions such as promotions, compensation, benefits, and termination of employment.*

NOTE: *The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the work. Duties, responsibilities, and activities may change at any time with or without notice.*

I have read and understand the Job description outlined above for the Program Solutions

Coordinator role.

Name: _____

Signature: _____ Date: _____