



Sin Barreras

Position Description: Program Coordinator/Office Manager

Sin Barreras (Without Barriers) is looking to hire a Program Coordinator/Office Manager to undertake a variety of program coordination tasks and ensure smooth running of our office. You will help lead the planning and organizing of programs and activities as well as carry out important operational duties.

The ideal candidate has a natural ability to roll with a changing environment, being flexible to handle anything that might come their way. You'll be a strong and reliable support to organization operations, maintaining and creating procedures, and communication. You must be organized, detail-oriented, and comfortable working with a diverse team and community. If you have further skills in program coordination and human resources support, we'd like to meet you.

Ultimately, as a Program Coordinator/Office manager, you should be able to ensure the smooth running of the Charlottesville office and lead the planning and organizing of educational programs and activities.

Office Manager Responsibilities

- Create, update, and maintain office policies as necessary
- Organize office operations and procedures
- Coordinate with IT volunteers/committee on all office equipment
- Provide support to client service coordinators
- Assist in the onboarding process for new hires
- Address employees queries regarding office management issues
- Plan in-house or off-site activities, like conferences, fundraisers, and other events
- Make productive use of and direct office support volunteers

Program Coordinator Responsibilities

- Support planning and coordination of our educational programs
- Ensure implementation of policies and practices
- Help build positive relations within the volunteers, students, and program leads
- Ensure technology is used effectively for all operations (zoom, online classes, etc.)
- Prepare and organize program material
- Keep updated records of all the programs
- Support growth and program development

Requirements and Skills

- Proven experience as program coordinator or relevant position
- Tech savvy, proficient in MS Office and Google Suite
- Ability to work with diverse and multi-disciplinary community
- Outstanding verbal and written communication skills
- Knowledge of Office Administrator responsibilities, systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail, efficient, and problem solving skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements
- Ability to speak and write in Spanish is preferred, but not required if strong in other areas

If interested, please email your resume to [hiring@sinbarrerascville.org](mailto: hiring@sinbarrerascville.org) for consideration. For more information, email us, call (434) 531-0104, or visit us at www.sinbarrerascville.org.