



ACHIEVE of SOUTHWEST MISSOURI JOB DESCRIPTION

TITLE: Achieve Program Coordinator/Office Manager

REPORTS TO: Achieve Board President

EMPLOYMENT STATUS: Part Time, 10-month salary contract, no benefits,
Working August – May approximately 20-25 hrs a week.

OVERVIEW:

The Program Coordinator/Office Manager is responsible for the day-to-day administrative duties of the organization and providing support for the Achieve Board of Directors and the Program Instructor

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Provide day-to-day administrative duties to support the organization.
 - Field phone calls, emails, and other business communication
 - Maintain and organize business, program, and student files.
 - Coordinate and schedule meetings as necessary.
- As the first contact point for Achieve, must be professional and knowledgeable about the organization and program.
- Develop and implement efficient office procedures.
- The ability to work well as a team member and take initiative.
- Along with the Achieve Board of Directors and Program Instructor, develop, design, and implement program goals.
- Maintain a collaborative partnership with the Evangel University Education Department.
- Support the Achieve Board President and prepare for the Achieve Board meetings, including but not limited to taking notes, writing checks, preparing insurance paperwork, and other office administrative reports as needed or requested.
- Maintaining and updating annual agreements and license renewals such as the Evangel University MOU and Project Life curriculum license.
- Responsible for processing all accounts payable and accounts receivable.
- Processes admission applications and coordinates program interviews with the Achieve Admissions Committee for potential Achieve students.
- Provide support for the Achieve Board of Directors' strategic plan and marketing.
- Work closely with the Achieve Instructor to coordinate and communicate with families and community members.
- Work collaboratively with Evangel University programs and the campus community.



- Modify and update program forms and materials as needed.
- Identify, build, and maintain campus and community relationships.
- Assist in identifying work-based learning sites for current and future Achieve students.
- Assist with marketing the program to recruit potential students and to increase community awareness and support.
- Attend meetings with partners as needed.
- Prepare all program forms and materials for ongoing needs, such as student reflection and family planning meetings, parent workshops, program reports, admission material, etc.
- Provide timely communication to parents, the administrative agency, Evangel University, and other program partners to further the program's mission and goals.
- Provide written information and copy for grant submission and marketing material.
- Collaborates with other Evangel University staff and faculty to promote Achieve and provide support for students.
- Maintain confidentiality.
- Ensure the safety of all participants at all times.

Professional Qualifications:

- A Bachelor's degree and at least one year of experience in an administrative role are required.
- Transparent and high-integrity leadership.
- Excellent oral and written communication skills and strong interpersonal and human relations skills.
- Excellent Time Management skills.
- Experience working with individuals with developmental disabilities is preferred.
- Proficient in Microsoft Office, Teams, and other online tools
- Ability to communicate the Achieve vision and advocate for Achieve on and off campus.
- The Ability to establish and maintain positive relationships and boundaries with participants.
- Ability to manage multiple tasks efficiently.
- Ability to work with the community collaboratively and cooperatively.

OTHER QUALIFICATIONS:

- Valid driver's license and evidence of insurability.
- Eligible to work in the United States.