



## **Program Coordinator**

Non-Exempt, Full-time Position (32-40 hours per week)

About RMC Health ([www.rmc.org](http://www.rmc.org))

We believe that healthy young people are more successful in school and in life. That's why we partner with passionate advocates for the whole child to help them improve their practice. Every day, we provide professional learning and capacity-building that helps wellness champions transform their knowledge and skills into effective school health programs and policies, so students of every background and identity can live their best lives.

### Overview

The Program Coordinator provides program, fiscal, and technical support that ensures RMC Health operates its program effectively and efficiently. The Program Coordinator supports colleagues through a variety of tasks related to organization and communication, including preparing materials, meeting set-up, correspondence, and note-taking.

### Key Duties and Responsibilities

- Program Support
  - Prepare materials and supplies for trainings.
  - Provide virtual and onsite logistic support in advance of meetings and trainings, including: set up online registration system, secure location, liaison with site contact, manage contact hours and continuing education credits, secure food and beverage.
  - During the day of meetings and trainings, provide logistics support with things like participant registrations/check-in, materials management, audiovisual equipment and room set up, note taking and other on-site support.
  - Provide technical troubleshooting support to users of the online Second Chance tobacco program.
  - Data entry of participant information and evaluation data into Salesforce and other databases



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- o Send emails and other program correspondence to identified audiences and stakeholders.
- o Provide proof-reading, editing, design, and layout support for program materials and resources.
- o Attend team meetings as appropriate.
- o Production/tech support for virtual meetings

### Experience, Knowledge, and Skills

- Exceptional customer service and problem-solving skills.
- High level of accuracy, and attention to detail.
- Ability to handle sensitive information in a confidential manner.
- Ability to efficiently manage multiple tasks with accuracy and respond to changing priorities.
- Must be able to manage 2-4 projects simultaneously with effective time management.
- Demonstrated working knowledge using MacOS in addition to Microsoft suite, Adobe Design suite, and Google suite.
- Experience with Salesforce or other Customer Relationship Management system preferred.

### Qualifications

- Bachelor's degree preferred; significant work experience may substitute for degree.
- Experience with office administration/management.

### Compensation

Pay for this position is commensurate with qualifications and experience and the pay range is \$ 21.37 - 25.25 per hour. RMC Health offers a competitive compensation and benefits package, including medical, dental, and disability insurance coverage, 401(k) retirement saving plan with employer match, wellness stipend and a generous holiday/ paid-time-off policy. RMC's office environment is relaxed and a culture of accountability allows for significant workplace flexibility.



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Location

Lakewood, CO/Denver, CO metro area. Must be able to commute to the Lakewood area on a regular basis; occasional remote work may be available; however, this role has some essential functions that must be performed from our Lakewood office/warehouse location.

To apply

Send resume and cover letter to [employment@rmc.org](mailto:employment@rmc.org).

RMC Health is an equal opportunity employer. RMC Health will not discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment, against any employee or job applicant, on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.



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