

# Program Coordinator

## General Description:

Plan a one-hour program (typically a speaker) for nine monthly Docent/Volunteer meetings.

## Duties:

1. Plan programs four to five months in advance.
2. Establish a back-up plan in case of a cancellation.
3. Collaborate with the Marketing Manager to provide summaries of upcoming programs for the Quail Tracks publication.
4. One month prior to the scheduled appearance, communicate with the speaker about the meeting program and how to organize their presentation.
5. Notify Admin Office if audiovisual equipment is required and request processing of the \$100 honorarium we provide to speakers.
6. Ask for a brief summary from the speaker – use this as an introduction.
7. Assist with set-up and breakdown.
8. Follow up with an appreciation email.

## Specific Skills:

1. Ability to be persistent
2. Good communication skills
3. Ability to find creative and proactive solutions

## Time Required:

6 – 10 hours per month

## Term:

2 years