The **Project Coordinator** reports to Project Manager and plays a vital role in supporting NACCE in the expansion and management of various programs aimed at fostering entrepreneurship and innovation within the community college system. The Project Coordinator will work closely with other team members to ensure the successful planning, execution, and evaluation of NACCE's programs.

Specific Responsibilities

1. **Program Management**:
   - Assist in the development, planning, and execution of NACCE's programs.
   - Coordinate program logistics, including scheduling, venue selection, and resource allocation.
   - Communicate and collaborate with program stakeholders, both internal and external, to ensure program goals and objectives are met.
   - Work collaboratively with NACCE team members in creating and pioneering innovative programs.
2. **Administrative Support:**
   - Maintain program-related documentation, records, and databases.
   - Prepare and distribute program-related materials and communications.
   - Assist in budget management and financial reporting for programs.
   - Organize all projects and programs utilizing internal and online repositories.
3. **Event Coordination:**
   - Assist in the coordination of events, workshops, and conferences related to NACCE's programs.
   - Assist in marketing and promotional efforts to attract program participants.
4. **Data Analysis and Reporting:**
   - Collect and compile program data to measure and report on program effectiveness.
   - Prepare regular reports for internal and external stakeholders.
5. **Communication and Outreach:**
   - Assist in maintaining communication with program participants, partners, and stakeholders.
   - Contribute to the development of program-related content for NACCE's website, newsletters, and social media channels.
6. **Evaluation and Improvement:**
   - Participate in program evaluation efforts to identify areas for improvement and innovation.
   - Suggest enhancements to program processes and procedures.
   - Actively participate in cross-training with fellow NACCE team members to ensure alignment with NACCE's objectives and goals.
7. **Compliance and Documentation:**
   - Ensure program activities comply with relevant regulations and guidelines.
   - Maintain accurate and up-to-date program documentation.

Qualifications:

- Bachelor's degree or relevant work experience.
- Minimum of 1-2 years of experience in program coordination, event planning, or related roles.
- Excellent organizational and time management skills.
- Strong written and verbal communication abilities.
- Proficiency in Microsoft Office Suite and relevant software.
- Ability to adapt and learn online software as a service system (SAAS).
- Ability to work both independently and collaboratively in a fast-paced environment.

- Knowledge of entrepreneurship and community college systems is a plus.
- Ability to collaborate effectively with diverse internal and external stakeholders.
- Availability to travel for conferences and meetings, as needed.

Location: This position will work in NACCE's headquarters in Cary, NC office with hybrid potential for 4-days in office and 1-day remote work.

Interested candidates are invited to submit a resume, cover letter, and references to Debbie Poplin, poplin@nacce.com.