

POSITION DESCRIPTION

TITLE: PROGRAMS COORDINATOR
REPORTS TO: Executive Vice President
DATE: June 2022

Reporting to the Executive Vice President, the Programs Coordinator will support the programmatic activities of the Elizabeth Dole Foundation (EDF), the nation's premier organization solely focused on supporting over 5.5 million military and veteran caregivers and their families. EDF was founded by former U.S. Senator and Cabinet Secretary, the [Honorable Elizabeth Dole](#). Senator Dole's vision for EDF is to ensure that no military or veteran caregiver, or as we call them, our hidden heroes, face their new and often difficult journey without our support.

The Programs Coordinator will be responsible for supporting EDF's core programmatic functions by serving as primary support for all members of EDF's programs team. EDF's programs directly support the nation's military and veteran caregivers, and the Programs Coordinator will be a critical part of our team to ensure maximum efficiency and high-quality delivery of services and supports.

While EDF continues to maintain a hybrid work environment, it is expected that the Programs Coordinator will reside in the Washington, DC area.

Primary Roles and Responsibilities:

- Provide administrative support to the Executive Vice President and across all programmatic teams
- Respond to inquiries regarding Foundation programs (including hard copy, online/email, and phone)
- Coordinate with Communications Department in develop one-pagers, FAQs, and guides to support EDF programs and respond to frequent caregiver inquiries
- Provide logistical support for the Dole Caregiver Fellows to support: DC Week logistics, inquiry response, and local event support
- Work with Database Systems Manager and other professional staff to ensure data integrity with respect to all databases and contact lists; assist with entering contact information for key constituents and stakeholders; and update EDF's database as needed
- Assist with preparation of for high profile meetings to support Programs (e.g., supporting with meeting materials, logistics, and documentation as needed)
- Assist EDF with events both on and off site, including registration, setup, and other physical duties
- Record, transcribe, and distribute minutes for meetings as needed
- Maintain online files and records in SharePoint
- Assist with mailings as requested

- Provide research support as requested
- Other duties as assigned

Minimum Requirements:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Knowledge or prior use of Salesforce (or another CRM Database) preferred.
- Proficiency in the Microsoft Office 365 and SharePoint.
- Excellent organizational skills and attention to detail.
- Excellent interpersonal skills with ability to listen and communicate (both verbally and in writing) clearly and accurately
- Demonstrated professional standards with an unwavering integrity and commitment to ethical conduct
- Ability to work in a fast-paced environment and meet tight deadlines, independently or as part of a team
- Energetic, optimistic, with a passion for helping others, while maintaining a sense of humor and warm relationships with colleagues and partners
- Share EDF's commitment to and passion for EDF's mission

Education and Experience:

- Associates degree required, Bachelor's degree in related field preferred.
- Up to 1 year of experience in an administrative role.

Physical Demands and Work Environment:

- Ability to work remotely from home and within an office environment and have significant interaction via telephone, videoconference, IM, and email with EDF's national team. EDF remains in a remote-work environment due to the pandemic, with the expectation of transitioning to a hybrid environment in fall 2022.
- Ability to routinely use standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- Ability to lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Persons with mental or physical disabilities as defined by the Americans with Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible for this position.

Application Submission:

To be considered a candidate for this position, please email your resume and cover letter to apply@elizabethdolefoundation.org. No phone calls.

The Elizabeth Dole Foundation provides equal employment opportunity to all employees and applicants for employment. We prohibit discrimination and harassment of any type without regard to race, color, genetic information, religion, creed, national origin, sex (including pregnancy, childbirth, or related medical conditions), age, marital status, citizenship status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, disability status, protected veteran status, or any other characteristic protected under applicable federal, state, or local law.