Iron Sharpening Iron | Program Coordinator (REMOTE)

Iron Sharpening Iron, an executive education program for women hosted at Princeton Theological Seminary, is seeking an efficient, passionate Program Coordinator to join our team and maximize our impact in resourcing women leaders. The program coordinator will work collaboratively to develop effective programs, oversee activities and details, and measure overall success. Their duties will consist of managing various administrative tasks, discussion facilitation, and ensuring that programs maintain a consistent level of quality and meet stated goals. With a commitment to growth and their professional development, our candidate will also strive to create positive experiences for all participants and repeat best practices for future programs.

Objectives

- Monitor every step of a project or program for successful completion
- Track and approve relevant expenses for activities and materials
- Participate in team meetings to discuss progress and maximize productivity
- Work with the team to create promotional materials
- Identify best practices and procedures to inform future programs
- Purchase necessary supplies for program setup and execution

Responsibilities

- Plan and execute activities
- Foster a positive, collaborative work environment
- Assist in marketing and outreach efforts
- Generate financial reports and records for all program-related costs
- Oversee administrative, operational, and logistical activities
- Maintain consistent communication with internal partners as well as external vendors and speakers

Skills and qualifications

- Demonstrated experience in coordinating activities and events, in-person and virtual
- Excellent verbal and written communication skills
- Ability to prioritize and complete tasks promptly
- Firm understanding of procedures that increase efficiency
- Basic budgeting knowledge
- Dedication to fostering a collaborative team

Hours and Salary

This is a part-time position that should not exceed 20 hours per week. The salary is $18-20/hour, commensurate with experience.

The candidate is welcome to work remotely, with the understanding that they would be present for the two curricular gatherings (May and October each year). All travel to/from Princeton will be covered by ISI.

This position is supported by grant funding which is currently projected through June 30, 2028.