



Program Coordinator

710 North Lincoln Street
Wilmington, DE 19805
www.westendnh.org
www.launcherde.org

Job Description: The Launcher Entrepreneurship Program, under the umbrella of West End Neighborhood House, is looking for a **Program Coordinator**.

The Program Coordinator will:

- Assist the Launcher Program Director in designing, marketing, and delivering training, including orientation, small business and entrepreneurship classes, events and workshops.
- Maintain accurate records and a timely filing system and provide data reporting.
- Manage Launcher's presence on Facebook, Twitter and YouTube when each is appropriate, updating and organizing Facebook with event pictures and keeping watch of social media sites for news about program alumni.
- Website Management (WordPress)
- Communicate with the Launcher students by telephone, e-mail or mail to coordinate for classes, workshops and update the database.
- Drive connections and engagement with our Launcher students to leverage our online community to post questions and share resources.
- Serve as primary point of contact for the Launcher program.
- Assist the team in implementing marketing and outreach to attract clients and volunteers.
- Have good interpersonal, oral and written communication skills.
- Understand what opportunities and resources are of value to our community and craft announcements to targeted groups of alumni using our online community platform and email marketing system.
- Develop a working relationship with other small business service providers and economic development agencies.

Minimum Qualifications:

- BA in Business, Marketing or related field preferred.
- **Experience using computer applications, including Microsoft Office, primarily Excel, Word and social media.**
- 2 years of coordination or job related experience.
- Self-starter, self-directed, and resourceful, able to work independently with minimal supervision and able to handle a high level of responsibility.
- Excellent multi-tasking, organizational and prioritization skills.
- High attention to detail and ability to complete tasks on time.

Please include **“Program Coordinator”** in the subject line when you submit your resume and cover letter. Send your resume and cover letter to qgulzari@westendnh.org

Job Type: Full-time

Salary: \$35,000.00 to \$40,000.00/year

Benefits

- Health and Dental
- Company Paid Life Insurance
- 401K Match
- Paid Time Off & Holiday Pay

Pay Frequency:

- Biweekly