



Program Coordinator, Equitable Origin, Inc.

Reporting to the Director of Operations, the Program Coordinator will provide support for an interdisciplinary team that delivers the programs that comprise the Equitable Origin (EO) System. Key programmatic work will involve the administration of EO's various stakeholder networks, its online Market platform, and the coordination of standards development, assurance, and monitoring and evaluation activity. The Program Coordinator will also provide support to a number of vital operational functions, including internal and external communications, coordinating meetings and travel, supporting EO's governance bodies, and general administrative support. This is an entry-level position with opportunities for professional development and long-term career growth potential.

Responsibilities

Operations & Program Coordination

- Support the implementation and delivery of EO's internal operations policies, procedures, and practices.
- Support fundraising, communications, and program teams in the execution of needed activities
- Support CEO and management team in coordinating the activities of EO's governance bodies
- Utilize existing systems to ensure consistent, high-quality program and project delivery; suggest improvement strategies, tactics, and tools to senior staff
- Execute program workflows, including but not limited to:
 - EO Markets – platform & registry maintenance, industry-specific credit calculations, etc.
 - Qualified Consultant, Affiliate, and Member networks; Auditor, and Assessment Body program outreach, registration, and tracking
 - New program workflows as they are developed
 - Coordinate EO's standard development, assurance and monitoring & evaluation processes in alignment with ISEAL guidelines and codes of good practice.
 - Document relationship management activity in EO's CRM system.

Qualifications

- Minimum of a BA, MA or MS preferred.
- Three years professional experience, preferably in a non-profit and/or program support role.
 - Candidates with education beyond a bachelor's degree may substitute education for some work experience
- Demonstrably excellent organizational skills; experience with event-planning preferred
- Tech-savvy and experience working with IT and creative staff on IT troubleshooting and project execution
- Skills executing complex, multifaceted projects that meet the needs of diverse stakeholder groups
- Experience supporting a high-performing, collaborative, constructive team.
- Excellent verbal and written communication skills with exceptional attention to details
- Strong analytical skills; basic business intuition, and common sense.
- Strong MS Office skills, particularly Excel and PowerPoint.

- Bilingual English & Spanish strongly preferred.

Character Assets:

- A team player who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment.
- Ability to work independently toward project delivery with minimal instruction.
- Proactive and self-directed in seeking effective solutions to questions and challenges.
- Integrity, credibility, and a commitment to and passion for EO's mission.

Compensation:

Commensurate with skills and experience. Equitable Origin offers health and dental insurance, pre-tax retirement savings plan and transit benefit, a generous paid leave policy, and flexible working arrangements.

Location:

This role is based in New York City and has the potential for occasional travel.

To be considered for this position please submit a CV and cover letter to careers@equitableorigin.org