Program Coordinator Job Description
Part-Time Summer Position

Job Summary:
The Program Coordinator is responsible for assisting in program development, event planning, organizing, and implementing as well as administrative tasks.

Reports To:
- Director of Programs

Supervisory Responsibilities:
- None

Duties/Responsibilities:
- Provides administrative support within the programs department.
- Manages all special lectures.
- Coordinates advocacy campaigns.
- Manages outreach and education programs.
- Other duties as assigned.

Required Skills/Abilities:
- Excellent written and verbal communication.
- Excellent organizational and administrative skills with a commitment to detail.
- Ability to work autonomously and effectively as well as collaboratively.
- Perform and prioritize multiple tasks seamlessly in a fast-paced environment.
- Ability to meet deadlines, work under pressure, and demonstrate sound judgment.
- Ability to work outside normal business hours, including evenings and weekends as events dictate.
- Proficient in Microsoft Office Suite (Outlook, Teams, Word, Excel, and PowerPoint).
- Knowledge of, or familiarity with archaeology or a related academic field a plus.
- Ability to represent AIA and engage with the public and members of the organization.

Education and Experience:
- BA or equivalent experience.

Physical Requirements:
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at times.
- In Office 2 - 3 days per week, possibility for remote work.

Hours and Compensation:
- 25- 35 hours per week
- $22 - $27/hour depending on experience