



PROGRAM COORDINATOR

The **Program Coordinator** is responsible for assisting in the development and implementation of institutional programs and services. This role involves coordinating activities, working with others, tracking program performance, and ensuring that programs align with the institutional mission and goals. The incumbent will work closely with staff, partners, and the community to assist with facilitating successful program execution and contributing to the overall impact of the organization.

This position requires poise, tact, and diplomacy, demonstrated ability to work independently and as a part of a team, the ability to organize and prioritize work while displaying initiative and good judgment. The successful candidate must be a self-starter with flexibility and a willingness to get the job done. Strong writing, editing, and proofing skills along with problem solving, interpersonal, and communication skills required. Must be able to handle multiple, concurrent tasks in an effective manner and be flexible to provide support based on institutional needs which will change over time. Must be able to work well under pressure and with strong attention to detail. Strong computer skills, including prior experience with MS Office: Word, Excel, and Outlook. Bachelor's degree or equivalent professional experience and a minimum of five years of progressively responsible administrative and customer service experience.

This is a full-time, in person, benefited, opportunity based in Savannah, Georgia.

Physical Requirements:

Must have the ability to sit for extended periods, stand and walk occasionally, reach with hands and arms, and lift/carry objects up to 25 pounds occasionally. Must be able to ascend and descend stairs. Must use hands to manipulate objects including a keyboard/mouse and GHS collection material. Must have good vision and hearing to perform tasks like reading documents and communicating with colleagues, donors, patrons, and the general public in person and over the phone. Must provide staff support with events requiring additional work hours and advanced walking, standing, reaching, lifting, and carrying materials. These events will require an ability to hear accurately to interact with the public, demonstrate clarity of vision, judge distance and space relationships, and identify and distinguish colors.

To Apply

Send cover letter and resume to:

Program Coordinator

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: jobs@georgiahistory.com

No phone calls please