



# WITS Program Coordinator

The Program Coordinator reports to the Executive Director.

The position is full-time (37.5 hours/week).

For more information and application instructions, visit [witshouston.org](http://witshouston.org).

Duties include:

- Providing administrative support for a dynamic nonprofit organization in Houston, Texas, with a creative staff of writers and administrators
- Serving as the primary point of contact between the public, WITS writers, and WITS staff
- Providing Salesforce database management support, tracking schools, donors, readings, and events
- Managing the logistics of all WITS events, including orientations, trainings, readings, workshops, and meetings
- Managing the logistics for WITS Performance events, including Meta-Four poetry slams and workshops
- Leading logistic support and database management for Creative Writing Camp and the WITS gala
- Performing internal communications, answering phones, directing calls and correspondence, managing calendars, and greeting and assisting visitors
- Maintaining WITS databases
- Accounting duties, including recording and depositing incoming funds, assisting with billing, and tracking time sheets
- Supporting WITS writers with classroom resources, the WITS library, and through assistance with time sheets and payroll
- Overseeing office maintenance, including organization, security, phones, supplies, refreshments, software, and technology
- Providing additional administrative support, as needed

The Program Coordinator will check in with the Executive Director and Associate Director daily and report on activities and project status to the E.D. on a weekly basis. The Program Coordinator will also update the program team with pertinent program news on a regular basis.

Required Qualifications:

- Bachelor's Degree
- Ability to manage multiple projects
- Excellent written and oral communication skills and attention to detail
- Strong organizational skills
- 2+ years of database and website management experience
- Proficiency in Spanish preferred

Compensation and Benefits:

- Salary commensurate with experience
- Health, Life, Dental, and Disability insurance
- 403(b) Retirement Plan
- Professional Development
- Paid vacation and personal time off
- Creative, inspiring, and supportive work environment