



Job Description | *Programs Coordinator*

Break Away is seeking an exceptional candidate to join our staff full-time as a Programs Coordinator. The Programs team is responsible for training and consulting break programs during weekend and weeklong retreats, managing outward facing programming (such as social media, blog, and website) and overseeing other external programs that support both Chapter schools and alumni.

Break Away is the national nonprofit which trains and supports students and staff leaders in developing and running high quality alternative break programs. We believe alternative breaks act as a catalyst experience to support our vision of a society of active citizens.

The Programs Coordinator is a key member of a small team, which includes an Executive Director, Membership Director, Community Director, Programs Director and Membership Coordinator. The particular focus of this position will be building and maintaining the programs, services, and capacity of Break Away for our constituents.

Responsibilities will include executing strategies for effective communication with external constituents; maintaining and creating high quality curriculum and resources; and supporting training services that will benefit and grow the network.

The ideal candidate will demonstrate proven ability to do the job outlined below, will flourish and be creative in autonomous work, brings strength and innovation to team based work, is capable of building good relationships with our constituents, and has integrity and passion in working toward Break Away's vision.

Hours: 40 hours/week, Mon-Fri. Evenings and weekends as needed. These hours will likely expand during the summer in staffing the Alternative Break Citizenship schools (ABCs).

Location: Atlanta, Georgia

Reports to: Programs Director

Direct reports: none

Salary: \$26,000 - \$28,000 and benefits, including health care.

PRIMARY RESPONSIBILITIES:

- Present workshops based on the Break Away curriculum and methods through 20 - 40 regional and national trainings annually, tailored for leaders of campus alternative break programs and other external partners;
- Support the summer internship program through recruitment and selections, training, and professional development;
- Participate in National Awards process, including (but not limited to): outreach; recruiting review committees; managing selections; and developing materials to announce winners;
- Support four national summer conferences (ABCs). Responsibilities include (but are not limited to): conference logistics; curriculum development; staff support; and workshop facilitation;
- Support Programs Director in overseeing Break Away's social media presence;
- Participate in writing, editing, and publicizing bi-weekly blog: Read + Act Weekly;
- Create and update complementary handouts and toolkits used during Leadership Retreats, ABCs, and outside PR;
- Use data to strategically support current partners and determine where to direct attention and resources;
- Manage timely communication and facilitate sharing of ideas and best practices via email, phone, internet and other means to member institutions and other constituents;
- Serve as a spokesperson for Break Away, actively working to raise its visibility and ensuring that the organization is effectively presented to the public – including facilitation of trainings and conference presentations;
- Remain apprised of emerging trends and integrate into current work;
- Conduct ongoing evaluation of program effectiveness;
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Ability to creatively communicate through written and visual mediums
- Experience building curriculum and facilitating effective workshops for a variety of audiences
- Proven understanding of project management
- Thorough knowledge and experience with volunteer management practices, alternative break programs, university environments, and the broader volunteer sector
- Strong communication skills - both written and verbal for large and small groups, as well as in person and via phone and email
- Working knowledge of Microsoft Office, particularly Excel and PowerPoint as well as counterpart programs in the Google suite
- Familiarity with social media tools (Facebook, Twitter, Instagram, others)
- Demonstrated commitment to social justice work
- Curriculum development (print and workshops)
- Bachelor's degree or commensurate experience

EXPERIENCE WITH THE FOLLOWING IS HELPFUL:

- Adobe Creative Suite Software (Illustrator, InDesign, Photoshop, Flash)
- Mailchimp
- Salesforce
- Web management (Wordpress)
- Basic graphic design skills and sensibilities, including familiarity with Canva
- Good poster/flip chart handwriting
- Knowledge of service learning or higher education leadership training
- Conference and event management

To Apply

To apply, please submit a resume and cover letter (including available start date) to Programs Director - Nisha Kalam, nisha@alternativebreaks.org. Any questions about the position may also be directed to Nisha - no calls please.