



Women of Toledo is a nonprofit 501 (c) (3) that educates, engages, and empowers women and youth to keep moving forward. Using our 3E organizational model: Educating, Engaging, and Empowering, we create sustainable solutions that elevate the quality of life while improving economic empowerment in the communities where we live, work, play, and raise a family. How: Through the services and programs that fall into three distinct categories: Economic Empowerment Initiatives, Youth Services, and Community Partnership & Collaborations.

The organization seeks a **Program Coordinator** for our Economic Empowerment Initiative with the support of the Program Manager and Executive Director. As a coordinator, this person should have a strong talent for program development, coordination, implementation, and execution. The Program Coordinator will also create an opportunity to bring new members, supporters, partners, and sponsors to build the sustainability of the organization's program services.

JOB DUTIES & RESPONSIBILITIES:

- Participate in Economic Development – Women-Owned Business (WOB) efforts (such as business committee meetings, the BEAT- Business Empowerment Alliance Toledo, Community Navigator Program, and Welcome TLC Economic Development & Workforce)
- Coordinate and manage the Mentoring Program.
- Manage and assist with outreach, Economic Development and Mentorship, outreach campaigns, Partners, and Sponsorship Programs.
- Work very closely with the Program Manager, Administrator, and Marketing & Communication to develop, strategize, create, and execute all the programs and services offered as part of the initiatives.
- Working to develop an opportunity to bring mentors and mentees to the program.
- Maintain program database, assessment protocols for evaluation and improvement.

Required skills and qualifications.

- Five or more years of experience in a mid-level role, preferably in program or project coordination.
- Exceptional skills in leadership, time management, facilitation, and organization
- Experience in managing stakeholders.
- Working knowledge of digital marketing
- Outstanding knowledge of change management principles and performance evaluation processes

QUALIFICATIONS:

- A bachelor's degree in a related field of studies, such as Education, Business Development, or Nonprofit Management, or equivalent experience



- A minimum of 3-5 years of professional experience in project management that includes significant hands-on work in multi-faceted planning.
- At least two years of experience in the nonprofit field and working with diverse groups.
- Prior success working closely and building relationships with diverse groups of people, including stakeholders, staff, partners, and investors.
- Prior experience developing and managing budgets.
- Proven ability to problem-solve, prioritize, and multi-task, with an acknowledged track record of achieving results.
- Demonstrated ability to work calmly and effectively under pressure.
- Demonstrated ability to manage multiple activities at once and manage the time accordingly.

COMPENSATION

An exempt hourly rate employee starting \$18.00/hour with average 20-35 hours on weekly basis.

This is a full-time position that includes a competitive salary with an expectation to maintain a few evening and weekend hours as needed (per the program schedule). Interested applicants should email their cover letter, resumé, and references in PDF form at <https://www.womenoftoledo.org/workwithus>. No phone calls, please.

EQUAL OPPORTUNITY EMPLOYER:

WOT will not discriminate against any applicant or employee regarding any term or condition of employment because of race, color, sex (including gender identity and expression), sexual orientation, national origin, citizenship, ancestry, religion, age, disability, marital status, familial status or veteran status.