



## Leaders Program Coordinator

BACKBONES Leaders Program will equip individuals with spinal cord injury and disability (SCI/D) with a skill set that will position them to contribute to their communities by becoming self-aware, advocates, civically engaged, and role models for others. Up to 10 participants with SCI/D who are driven to be leaders and demonstrate commitment will be selected for a year-long development program. Participants from all over the country will meet monthly via video conferencing to check-in, learn from guest speakers, and participate in educational in-services on topics such as Public Speaking, Advocacy, Event Planning, Social Media, Cross-Disability, Self-Care and more.

BACKBONES is a non-profit organization that exists to help people with spinal cord injury or disease (SCI/D) and their families nationwide connect with their communities. We do that by creating events and experiences that promote awareness and engage people of all abilities. Some past events and activities have included 5K Run, Walk n Roll, ReelAbilities Film Festival, wine tastings, networking nights, art shows, adaptive yoga workshops, inclusive dance workshops, sports outings, fashion shows, scavenger hunts and more.

For more information visit: <https://backbonesonline.com/>

### Job brief

We are looking for a part-time Program Coordinator to undertake a variety of administrative and program management tasks. You will help in planning and organizing program meetings and activities as well as carry out important operational duties.

To be an excellent program coordinator, you must be self-directed (as the position is remote), organized and detail-oriented, comfortable working with diverse teams and independently.

### Responsibilities

- Participate in program design and curriculum
- Manage communications between staff and program participants
- Help build positive relations within staff, cohort, guest speakers and partner organizations.
- Schedule, organize, and moderate monthly meetings/events and maintain agenda
- Ensure technology is used correctly for all operations (video conferencing, presentations etc.)
- Prepare materials and activities for program participants
- Act as a program and organization ambassador to support growth and program development
- Participate in program evaluation during program and at the end of program

### Requirements

- Proven experience as program coordinator or relevant position
- Knowledge of program management and development procedures
- Tech savvy, we will be using the following programs so proficiency is a plus but not required in MS Office (Word, Excel, Power Point, Outlook), Google Drive, Zoom Video Conferencing, Survey Monkey, Mailchimp, etc.

- Ability to work with diversity and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient

Program Duration: January 2022-December 2022

Pay: \$12,000

*(We understand that fund disbursement or income can affect disability-related supports and are willing to be flexible in payment schedules and structure)*

**To Apply:** Send cover letter and resume to [info@backbonesonline.com](mailto:info@backbonesonline.com). Please include in your subject line *“Leaders Program Coordinator Position”*