

<b>Job Title</b>	Senior Program Coordinator
<b>Employer/ Agency</b>	The National Association of Attorneys General (NAAG)
<b>Job Description</b>	<p>The Senior Program Coordinator (SPC) supports the work of NAAG and NAGTRI by coordinating all logistical aspects of assigned programming, in both virtual and face-to-face environments, with an emphasis on and ownership of strategic approach to these areas. This position reports directly to the Director of Meetings and Member Services.</p> <p>In addition to programmatic responsibilities, the SPC is responsible for direct oversight of specific process workflows within NAAG/NAGTRI as designated by the NAGTRI Program Manager with oversight from the NAGTRI Director. The SPC is responsible for conducting internal training and leading Program Coordinators, and fellow Senior Program Coordinators.</p>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Lead projects with minimal oversight or manager supervision</li> <li>• Employ problem-solving skills to make independent decisions</li> <li>• Proven ability to set and meet critical project deadlines</li> <li>• Display excellent attention to customer service by phone and email</li> <li>• Possess excellent computer skills including experience with Microsoft Office (PowerPoint, Outlook, Excel (spreadsheets/SmartSheet), Word)</li> <li>• Experience with Customer Relationship Management (CRM) systems (Dynamics365 experience a plus)</li> <li>• Manage competing projects or deadlines at one time</li> <li>• Exhibit high level of professionalism</li> <li>• Prioritize tasks from different functional areas and teams</li> <li>• Possess advanced interpersonal skills, liaising with internal and external personnel</li> <li>• Exercise tact and diplomacy</li> </ul>
<b>Salary/Hours</b>	Salary range \$45,000 - \$48,000 commensurate with experience. NAAG offers a very generous benefits package which includes health, dental, vision, life/LTD, LTC and 401k retirement plan with an employer match and profit sharing.
<b>Address</b>	Remote
<b>Application Method</b>	Apply Here: <a href="https://app.smartsheet.com/b/form/da76f25edf7d4735b77de658edd12ac1">https://app.smartsheet.com/b/form/da76f25edf7d4735b77de658edd12ac1</a>
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.