



Position: Program Coordinator

Description: Based in American Center Yangon, Full-time

Project Period: 12 months with the possibility of extension

Start Date: January 2024

Compensation: Commensurate with experience

Program Coordinator Job Summary

We are currently seeking a motivated, and reliable Program Coordinator to join our team. She / He should enjoy working with students, have strong interpersonal and intrapersonal skills. This role is primarily responsible for coordinating program activities and ensure it functions smoothly.

The program coordinator will represent Parami University and will be responsible for meeting university standards of work ethics and professionalism.

Program Coordinator Duties and Responsibilities are as follow, but are not limited to:

- Assist with planning and coordination of the program and its activities.
- Monitor implementation of program policies and practices
- Work to keep programs on schedule, within stated budgets and functioning smoothly.
- Support program growth and development as necessary
- Coordinate program communications
- Administer and oversee program outreach and recruitment and assist day-to-day operations for the program.
- Track the program budget, including billing, payments, and other financial transactions.
- Schedule academic calendar in consultation with the American Center Yangon, Parami team, and organize class sessions, program-related meetings, and events.
- Oversee the use of technology for program operations, such as projector, video conferencing technology, presentation software and other communications technologies.
- Facilitate positive relations between the program team, the public, the media, other departments within the organization, and all other involved stakeholders.
- Manage program marketing and communications (media relations, social media)



Program Coordinator Requirements and Qualifications

- College/university degree or equivalent with minimum 2 years of full-time experience working at a similar role.
- Familiarity working in a multicultural environment.
- Exceptional communication skills in English, and Myanmar both written and verbal.
- Strong attention to detail
- Able to complete tasks alone with precision, and to prioritize workloads to meet deadlines.

REPORTS TO

The Program Coordinator will report to the Program Director.

Application Instructions

This position requires the following documents to be sent to hr@aem-parami.org

- Current resume OR CV
- Letter of intent that addresses minimum and desirable qualifications (Cover Letter)
- Dates of availability
- Expected salary.
- a list of three professional and/or academic references

Early application submission is encouraged. Application review will begin 15 November 2023. Applications will be considered on a rolling basis, and the position will remain open until filled.