

## ***Program Coordinator - Civic West in West Fargo***

*The Program Coordinator* will develop, implement, and maintain programs and partnerships that promote and support the organization's goals. Essential Functions and Responsibilities:

- Seek out and develop partnerships/sponsorships with local businesses and organizations.
- Design printed and digital promotional materials.
- Develop, publish, and review content for website and community calendar.
- Plan and execute social media strategy and content, exploring expansion into new platforms.
- Maintain contact lists and develop compelling email campaigns for fundraising, general information sharing and volunteer engagement.
- Manage all logistics for event planning including site securement, vendor management, marketing, and collaboration with community partners.



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