



Program Coordinator

About the Organization

Founded in 1973, Women In Film advocates for and advances the careers of women working in the screen industries – to achieve parity and transform culture.

About the Position

We seek a full time **Program Coordinator** to support the Programs team (Senior Director of Programs, Senior Manager of Career Programs, and Manager of Emerging Careers) in implementing WIF Career Development programs such as Fellowships, writing labs, and emerging education.

Responsibilities are as follows:

- Maintain timeline and support Programs team in staying on-task and on schedule
- Develop a system for note taking for all Programs meetings and planning processes
- Maintain Programs dashboard and project tracking on Monday.com
- Coordinate application processes for all submission-based programs
- Support the Senior Manager of Career Programs with juror and advisor coordination for all submission-based programs
- Support the Senior Manager of Career programs with the management of systems to track the success of fellows and impact of programs, and provide regular reports of alumni news and needs for Programs team
- Provide technical and process support to program applicants and participants
- Support Manager of Emerging Careers in event and workshop logistics
- Coordinate intern tasks and oversee their project completion
- Ensure prompt delivery of event promotional materials to Comms team for inclusion in WIF newsletters, social posts, and member mailings
- Support Senior Director of Programs with scheduling and partnering opportunities
- Answer phones and email correspondence for Programs department
- Provide support at WIF events as needed
- Undertake other projects and duties as assigned by team leadership

Qualifications:

- Minimum of two (2) years working in a support role for an arts organization or entertainment company
- Knowledge of historic and contemporary female writers, directors and producers in film, television and/or media

- Microsoft Office and Google suite proficient; Adobe Creative Suite, design, Monday.com, database experience a plus
- Experience selecting fellows for labs, grants or other programs and/or experience in the programming department at a film festival or other media organization a plus
- Production experience a plus
- Strong verbal and written communication skills, copyediting skills strongly preferred
- Excellent prioritization and organizational skills, including attention to detail while not losing sight of the big picture
- Ability to take initiative, be creative, work well independently and as part of a team
- Ability to work nights and weekends as needed
- A genuine interest in Women In Film's mission and a commitment to achieving parity in the entertainment industry

This is a full-time/non-exempt position, Monday through Friday, though weeknight and weekend hours may be required.

Hourly rate: \$22.50 - \$26/hr, depending on experience

Please send resume, cover letter via email only to jobs@WIF.org with "**Program Coordinator Applicant**" in the subject line of your email. No phone calls please.

Learn more about the organization at www.WIF.org

WIF is an equal opportunity employer. WIF strongly believes in the strength of diversity and therefore, actively encourages applications encouraging people of any race, color, sex, national origin, religion, age and ability to apply for positions.