

# Job Description - Interim Program Coordinator Consultant

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**Position/Title:** Interim Program Coordinator

**Reports to:** Interim Executive Director

**PURPOSE OF POSITION:**

To support the operation of NAMEN by assisting with the administration of tasks listed below.

**SUPERVISION AND REPORTING**

The Assistant will report to the NAMEN Interim Executive Director, for supervision and evaluation.

**REQUIREMENTS:**

Strong commitment to NAMEN's mission, goals, code of conduct, and principles.

**RESPONSIBILITIES:**

**Communications and IT support:**

1. Assist in implementation of the communications plan.
2. Maintain and update the NAMEN website content by uploading/sharing news, reports and events.
3. Maintain NAMEN's Facebook page, coordinate with committee chairs to collect and share posts, blogs, news and information.
4. Keep NAMEN's documents organized and public face updated (create and share Google forms for specific actions, manage calendar, manage membership messages and orientation files, update Listserv, maintain Google docs backup and permissions)
5. Explore new social media platforms and opportunities for connection and visibility.
6. Maintain and facilitate our use of the Zoom Video Meeting Platform.
7. Provide Board of Directors support including meeting note taking, scheduling and calendaring while sending reminders for upcoming meetings.
8. Administer and coordinate all financial systems and processes of NAMEN including general ledgers, general accounts, payable and accounts receivable, payroll including consultant contracts, statutory remittances, insurance, budget monitoring and other financial systems and processes as required.
9. Monitor and record all cash disbursements, expenditures and receipts of NAMEN ensuring timely, effective and accurate record keeping.
10. Maintain and oversee NAMEN Banking systems {including but not limited to accounts statements, records and institutional arrangements} as well as maintaining NAMEN insurance arrangements.

**Membership:**

1. Support the Membership Committee to ensure the primary link to members for all matters related to membership.
2. Keep track of and remind members of membership dues.
3. Work closely with the Membership Committee to onboard new members, facilitate and motivate member engagement, assist members with inquiries.
4. Maintain membership records updated and accurate in Google drive and our Wild Apricot Database.
5. Maintain all website content related to NAMEN membership information.
6. Maintain the members mailing list

**Program and Policy Advocacy:**

1. Support the Policy and Program Committees to ensure the success of their initiatives.
2. Keep track of and record all activities of these committees.
3. Take notes at meetings where requested.
4. Prepare reminders of committee meetings.
5. Maintain the mailing lists for these committees.

HOURS/WEEK - Not to exceed (15)

@ \$30per hour

**Contact Person:**

Completed submissions are due to North American MenEngage.

Submissions are to be made electronically only to:

Attention: Stevan Lynn, Interim Executive Director

[stevan@namenmenengage.org](mailto:stevan@namenmenengage.org)