



## Job Description

**Title:** Program Coordinator  
**Location:** Boston, Massachusetts  
**Updated:** November 2018

### ***General Description:***

Reporting to the Chief Operating Officer, the Program Coordinator is responsible for providing support and assistance to the senior leadership team with: program and project coordination, sales leads tracking for business development, operations, and completed project monitoring (about 75% of time). The position also provides executive assistance to the CEO and COO with expense reports, board meeting minutes, travel logistics, managing contacts, and administrative support (about 25% of time). The ideal candidate will enjoy a fast paced environment and thrive on bringing structure and stability to the evolving role.

### ***Essential Duties:***

- Coordinate program activities for COO and senior team including: helping with training programs, schedules, and speakers; tracking project and program schedules and status; assisting in preparation of power point presentations; collecting and sending documentation to partners; and saving materials in Salesforce.
- Help COO and senior team coordinate business development activities including: tracking opportunities using Salesforce and/or MS project, updating draft engagement agreements, and assisting with follow-up activities as directed.
- Produce hours worked reports in timesheets system to help project leads manage project team, hours, and timelines.
- Assist in the preparation of revenue forecasts to monitor progress toward achieving annual and quarterly goals.
- Produce completed projects reports through Salesforce to measure profitability and share lessons learned for future decision-making.
- Prepare monthly AMEX and expense reimbursement requests for CEO and COO with appropriate back-up, coding, and documentation.
- Provide administrative support for CEO and COO including: taking Capital Link and affiliates board meeting minutes, handling staff meeting minutes, coordinating logistics related to staff meetings and industry conferences, assisting with travel logistics, ordering supplies, administrative coordination for Boston office, and other tasks as assigned/requested.

***Qualifications:***

- BS degree
- 2+ years' professional experience; experience working with senior management a plus.
- Demonstrated history of initiative and strong organizational and communications skills (written and oral).
- Ability to multi-task and move in many directions with multiple deadlines and demands on one's time.
- Ability to manage time and prioritize tasks and projects appropriately.
- Strong knowledge of MS Word, Excel, and Power Point.
- Knowledge of Salesforce and/or MS Project a plus.

Capital Link is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, age, sex, sexual orientation, religion, veteran's status, military status, creed, physical or mental handicap/disability, genetic information, or national origin.