

PROGRAM COORDINATOR

Employment Requirements:

Education: High School Diploma or GED

Experience: Computer proficiency

Knowledge: Company practices and procedures
Computer keyboard
Moderate knowledge of all programs

Skills: Typing of 40+ wpm
Personnel Test score of 20 or above

Hours: 7:30 to 4:00 Monday through Friday (Schedule may vary depending on need)
Overtime (As department needs require)
Seasonal schedule

Environmental Considerations: Work is performed in an office setting with normal temperature and environmental variations.

Physical Requirements: Standing, walking and/or sitting all day. Schedule may include periods of high stress and candidate must be able to handle responsibilities with little supervision. Employee must be able to make sound business decisions. Above average attendance is a must.

General Job Description:

The Program Coordinator makes contact with the schools to assist customers and helping them to complete the program in their school. This includes verifying sales, confirming dates and shipment of all materials. Verifying customer understanding of program via telephone, fax or email is also essential. The PC will complete Sponsor instruction sheets and suggest ideas to encourage participation. The PC will monitor the school through the progression of the program via a series of contacts. All work must be completed at an RFE workplace.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. The Program Coordinator will follow any other instructions and perform any other related duties, as may be required, by their supervisor.

Go to www.readingforeducation.com to apply. Download the application, complete, save and upload. Completed applications can also be faxed to 615.494.4010.

Internal applications are available through Human Resources.