

Overview

The Program/Outreach Coordinator is responsible for ensuring the successful execution, monitoring, and compliance of grant-funded programs. This role serves as the operational backbone of grant implementation, coordinating activities, tracking progress, supporting reporting requirements, and ensuring that all grant obligations are met on time and within scope. The coordinator works closely with program staff, finance teams, and external partners to translate grant requirements into actionable plans and measurable outcomes.

Key Responsibilities

- Develop and maintain detailed implementation plans, timelines, and task trackers for all grant-funded activities.
- Coordinate cross-functional teams to ensure program deliverables are completed according to grant requirements.
- Monitor progress toward goals, flag risks or delays, and support problem-solving to keep projects on track.
- Serve as the primary point of contact for internal stakeholders regarding grant activities, deadlines, and expectations.

Achieve target goals in Adult Education for specific grants as follows:

- Goal 1: 100% of enrolled participants (approximately 90 annually) will complete an intake assessment using a standardized tool such as CASAS or TABE to establish baseline literacy and English proficiency levels. Students will also complete three progress assessments each semester to monitor learning gains and inform instructional support.
- Goal 2: Improve literacy and English proficiency levels. Baseline: Participants typically enter programs at beginning or intermediate literacy or ESL levels. Target: 75% of enrolled learners will demonstrate advancement in literacy or English proficiency, as measured through post-assessment results and progress demonstrated across the three semester assessments.
- Goal 3: Strengthen digital literacy skills. Baseline: Many adult learners in rural communities have limited experience with digital tools used in education and the workplace. Target: 100% of students enrolled in courses will demonstrate improved digital literacy skills, including basic computer use, online navigation, and digital communication.
- Goal 4: Increase workforce readiness and resource connections. Target: 100% of students who complete a semester will relate to job-related resources, including workforce training programs, career services, or employment opportunities available within their communities.

Compliance & Documentation

- Ensure adherence to grant guidelines, organizational policies, and regulatory requirements.
- Maintain organized documentation, including contracts, amendments, reports, and supporting materials.
- Support preparation for audits, site visits, and compliance reviews by ensuring accurate and complete records.

Reporting & Data Management

- Collect, verify, and synthesize program data for internal and external reporting.
- Draft progress reports, performance metrics, and narrative updates for funders.
- Work with finance teams to reconcile expenditures, track budgets, and ensure spending aligns with grant terms.

Stakeholder Communication

- Facilitate communication between program teams, leadership, partners, and funders.
- Prepare meeting agendas, summaries, and follow-up actions for grant-related meetings.
- Support relationship management with funders by ensuring timely responses and high-quality deliverables.

Process Improvement & Support

- Identify opportunities to streamline grant implementation processes and improve efficiency.
- Assist with developing tools, templates, and systems to support grant compliance.
- Provide administrative and logistical support for grant-funded initiatives, training, and events.

Qualifications

Bachelor's degree preferred and/or experience in grant coordination, project management, nonprofit administration, or related fields.

- Strong organizational skills with the ability to manage multiple deadlines and priorities.
- Excellent written and verbal communication skills.
- Ability to interpret grant requirements and translate them into actionable tasks.
- Proficiency with project management tools, spreadsheets, and data tracking systems.

- High attention to detail and commitment to accuracy.
- Ability to work collaboratively across teams and maintain positive working relationships.
- Position is grant-funded.
- Position requires travel to designated markets.
- Employment in this position is funded by grant funds; the position is contingent on grant funding.

Benefits

Salary range: \$65,000 - \$75,000

Employer-paid medical, dental, and vision benefits.

Paid Time Off.

To Apply:

Applicants should send a resume, cover letter, and salary requirements to Info@literacy.pb.org and include the Program/Outreach Coordinator- SE New Mexico in the subject line.

Applications will be reviewed on an ongoing basis until the position is filled.