



**EMERGING LEADERS
AND ENTREPRENEURS**

PROGRAMS COORDINATOR

REPORTS TO: Chief Program Officer

DECA Inc., is a non-profit educational organization headquartered in Reston, Virginia, that prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges across the globe.

The Programs Coordinator is responsible for coordinating the day-to-day and administrative support for the programs department to ensure the smooth execution of DECA's programs and initiatives. The Programs Coordinator will also provide frontline support and excellent customer service to advisors, members, and other stakeholders.

The ideal candidate is energetic and excited to join a collaborative team, both within the department and across the organization. A successful applicant will be self-motivated, ready to prioritize multiple responsibilities and meet deadlines with minimal oversight.

EDUCATION:

- Bachelor's degree in education, business, marketing, or a related field is required.

RESPONSIBILITIES:

- Communicate with key stakeholders, including advisors, members, partners and DECA staff, providing information and support to key stakeholders with exceptional customer service and accuracy.
- Coordinate DECA's recognition programs, such as the Emerging Leader Honor Award, Chapter Campaigns, Leadership Passport Program, and Scholarships
- Prepare materials for meetings and conferences, including registration materials.
- Coordinate travel with given parameters.
- Coordinate the distribution of membership materials and resources to advisors and stakeholders.
- Coordinate the deliverables of educational programs in cooperation with various department team members.
- Provide general administrative support to the programs department, including preparing reports, photocopying, sorting, and packing materials.
- Assist with data entry, record-keeping, and document management for the department.
- Maintain accurate records and documentation related to DECA's program activities, assist in the preparation of reports and presentations for stakeholders.
- Maintain a favorable working relationship with DECA staff to foster a cooperative and harmonious working environment that is conducive to maximum employee morale, productivity, and efficiency/effectiveness.
- Perform other related work as assigned.

DESIRED SKILLS:

- Proficient in Microsoft Office products (Word, Excel, Outlook, and PowerPoint).
- Excellent organizational abilities are essential, with the ability to manage multiple tasks, schedules, and details simultaneously.
- Attention to detail to maintain accurate records, and ensure projects are completed with accuracy.
- Ability to demonstrate initiative and anticipate needs of programs department.
- The capacity to work effectively as part of the programs department and provide support when necessary.
- Ability to identify and resolve challenges that may arise.
- Proficient in administrative tasks, such as scheduling, document management and data entry.
- Ability to interact collaboratively and productively with employees at all levels across the organization and with the public.

SUPERVISORY REQUIREMENTS:

This position has no supervisory requirements.

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, and copiers. Periodic lifting, pushing, and pulling of boxes and merchandise up to 50 lbs.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a full-time, in-office position. Days and hours of work are typically Monday through Friday, 8:30 a.m. to 4:30 p.m. Periodic travel to conferences and meetings is required.

CLASSIFICATION:

Nonexempt, eligible for overtime for time worked over 40 hours in a week.

EEO STATEMENT:

DECA, Inc. does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.