



GARRISON INSTITUTE

Program Coordinator

The Garrison Institute, a not-for-profit organization located in the beautiful Hudson Valley area is currently recruiting a full-time Program Coordinator who is energetic, detail-orientated, highly organized and tech savvy to join our team.

Our Program Coordinator role is key in coordinating team functions around the planning, promotion, evaluation and communication of the Garrison Institute's Virtual Sanctuary and Initiative Programming. Working closely with and reporting to the Director of Programs this role will be part of a dynamic team supporting our programmatic offerings across multiple platforms, both virtually and at times in-person. The Coordinator role will primarily work virtually with the Director and other staff members, but will sometimes need to be on site at the Garrison Institute.

Essential duties for the position to support our virtual offerings include:

- Updating and monitoring Monday.com e-boards to ensure all details are up to date and organized
- Tracking information such as idea generation around teachers and partners; status of event materials for setup and promotion; confirmations for panelists and speakers
- Managing as well as staffing the tech hosting functions of each virtual event in Zoom. These include one-hour Webinars, Forum conversations, and 1-2 day Virtual Retreats. *Some of these involve evening and weekend working hours.*
- Collect pithy quotes from teachers, track down resources referenced during the live webinars to be included in the post-event communications materials (blog posts etc)
- Reporting and evaluating key performance indicators for all virtual programs
- Coordinating with Communications staff to confirm details and postings on our website pages for Forums and Virtual Sanctuary are consistent across platforms; ensure calendar listings on website are up to date and correct each week to week
- Setting up and sending (via mail merge) Follow Up Surveys following Virtual Events as deemed relevant
- Downloading, compiling and sharing survey results of Virtual Retreats, Webinars and Forums regularly for review and discussion amongst the Planning Team
- Coordinating with Event planner following virtual event for processing timely payment of honorariums to teachers and speakers
- Updating Noontime Meditation Group page with new readings on a weekly basis; and serving as a backup Moderator or tech host for this 3x week virtual offering

The Program Coordinator will also provide general administrative support to the Director of Programs and will have responsibility to:

- Coordinate logistics, orders supplies and materials for on-site and off-site trainings and other program related events
- Support Director in identifying, researching and cultivating relationships with strategic partners, donors and other related organizations.
- Maintain database for program related contacts, and conducts mail merges, contact lists, and various reports.
- Serve as a recorder at meetings and trainings producing minutes or notes for report writing purposes.

- Assist with administrative and clerical needs such as scheduling, helping with travel arrangements and in preparing materials for meetings with key contacts and partners.
- Maintains various online communities such as program focused blogs or social media
- Conduct various research tasks for program related contacts and/or fields of interest.
- Process expense reimbursements and invoices for the Director while ensuring compliance with GI financial guidelines.
- Respond to general program inquiries and shares informational materials.
- Additional programmatic tasks and responsibilities may be assigned by the Director as needed

Job Requirements and Qualifications for this role:

- Bachelor's Degree in communications or computer sciences; or in a related programmatic field of social services, environmental or religious studies
- Keen interest and relevant experience with contemplative practices and methodology, mindfulness, yoga or similar practices
- Administrative experience preferably with a non-profit organization
- Proven organizational skills with strong attention to details and the ability to follow up and meet tight deadlines
- Experience organizing events, meetings and/or trainings and particularly those with virtual attendance
- Excellent written, verbal and interpersonal communication skills
- Proficiency with technology including using MS-Office, CRM databases, Zoom, Google Docs, Facebook and other online platforms
- Ability to manage multiple tasks and projects concurrently while working collaboratively as part of a team
- Possesses flexibility and adaptability to changing priorities

About the Garrison Institute

The Garrison Institute was established in 2003 as a not-for-profit, non-sectarian organization that explores the intersection of contemplation and engaged action in the world. Since its founding, the Institute has made the case for the relevance of contemplative-based approaches to social and environmental change, and demonstrated that they can be applied in practical, evidence-based ways while meeting scientific rigor and providing measurable, pragmatic results.

The Garrison Institute is committed to creating a diverse environment. We believe that a commitment to diversity, equity and inclusion provides the best environment, experience and services for everyone.

How to Apply

To apply, please send your resume and a cover letter along with **three** writing samples to: recruitment@garrisoninstitute.org *Please, no phone calls.*