



Fear 2 Freedom

Program & Logistics Coordinator Job Description

The Program & Logistics Coordinator is responsible for multiple facets of Fear 2 Freedom's (F2F) daily operations and programs. These responsibilities include:

- Assist Creative Director of Marketing and Programs (CDMP) to plan all aspects of Fear 2 Freedom's programs, including:
 - Maintain correspondences and follow-ups with schools and community partners regarding programs and logistics of the events
 - Work with Director of Logistics and Grants (DOL) to prep and pack for F2F events
 - Attend F2F events and programs, as needed, which may include nights and weekends
 - Write and coordinate press releases for events
- Coordinate with community partners for F2F Kits for current and future events
- Work with CDMP to review, evaluate, and update current programs
- Research potential schools and community partners
- Update and maintain leads and contacts related to programs
- Coordinate and participate in advisory council with the CDMP
- Manage and evaluate program surveys
- Coordinate with the DOL regarding maintenance and tracking of the F2F online store transactions
- Work with CDMP on expanding the Where is the Line? club on college campuses
- Work with programs interns, as needed
- Participate in planning of strategic growth.
- Maintain office space in conjunction with entire staff.
- Assist, when needed, with other tasks

Qualifications:

- Bachelor's degree, preferred
- Experience in event planning, preferred
- Strong verbal and written communication skills
- Sound organized and detail-oriented skill set
- Self-motivated team player
- Sales experience is a plus
- Ability to operate under stress and deadlines



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Program & Logistics Coordinator Job Description (continued)

Additional Information

This position is classified as exempt. The Program & Logistics Coordinator must be able to operate the company van and have a driving record that is insurable by Fear 2 Freedom's insurance policy. Fear 2 Freedom offers Paid Time Off (PTO), Holiday pay, health and dental benefits to its employees. Fear 2 Freedom is an EEO employer.

Salary Range

- \$26,000 - \$30,000 per year

If interested, please send cover letter and resume to: tricia@fear2freedom.org and muriel@fear2freedom.org.