



Program Coordinator

Full-Time, Non-Exempt

About Gulf Coast Diplomacy

Gulf Coast Diplomacy advances citizen diplomacy by connecting Northwest Florida with emerging international leaders through professional, cultural, and educational exchange. As one of the organizations entrusted to support the U.S. Department of State's International Visitor Leadership Program (IVLP), Gulf Coast Diplomacy creates opportunities for Americans and international visitors to exchange ideas, strengthen professional relationships, and showcase American communities, institutions, and innovation.

In addition to international exchange programming, Gulf Coast Diplomacy develops the next generation of leaders through Youth Diplomats and community engagement initiatives that strengthen civic understanding, leadership development, and international engagement.

This position is open only to candidates authorized to work in the United States.

Position Summary

The Program Coordinator leads the planning and implementation of Gulf Coast Diplomacy's exchange and youth programming and serves as a key member of a small, collaborative team.

Reporting to the Executive Director, the Program Coordinator oversees day-to-day program operations and assumes primary responsibility for administration of the Youth Diplomats program with support from staff and volunteers.

This position requires strong project management, communication, and organizational skills and the ability to manage multiple projects simultaneously. The Program Coordinator exercises sound judgment in prioritizing work, coordinating stakeholders, recommending operational improvements, and implementing programs consistent with organizational goals.

The ideal candidate is equally comfortable coordinating professional appointments, managing logistics and databases, facilitating meetings and events, engaging community stakeholders, and supporting high school leadership development.

This position requires occasional travel.

Primary Responsibilities

International Exchange Programs

- Coordinate and implement professional exchange programs in partnership with the Executive Director and program partners in Washington, D.C.
- Plan itineraries and support delivery of international visitor programming.
- Coordinate logistics and administrative details for meetings and activities.
- Identify and engage community partners aligned with project objectives.
- Direct coordination and execution of program logistics, communications, and stakeholder engagement to support successful delivery of exchange activities.
- Maintain program databases and records.
- Oversee preparation of program materials and ensure deliverables are completed accurately and on schedule.
- Coordinate implementation of assigned exchange activities and represent Gulf Coast Diplomacy in interactions with visitors, partners, and community stakeholders.
- Conduct program follow-up and maintain records to support reporting and relationship management.

Youth Diplomats Program Leadership

- Serve as staff lead for Youth Diplomats with support from the Executive Director and volunteers.
- Lead administration and implementation of Youth Diplomats, including participant engagement, volunteer coordination, scheduling, logistics, and evaluation.
- Assist in curriculum preparation and implementation.
- Support student leadership development and community engagement activities.
- Maintain participant records and support program evaluation and reporting.

Membership and Organizational Support

- Support membership events and outreach activities.
- Assist with publications, website updates, newsletters, and social media content.
- Maintain alumni and community engagement records.
- Track monthly statistics and support reporting needs.
- Assist with organizational outreach and stakeholder engagement activities.

Leadership and Administration

- Establish quarterly goals with the Executive Director and monitor progress toward objectives.
 - Recommend operational improvements and make day-to-day program decisions within established organizational priorities.
 - Provide direction to interns, volunteers, and temporary program personnel as assigned.
 - Support process improvement and operational efficiency.
 - Perform other duties as assigned.
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Qualifications

Required

- Bachelor's degree
- Excellent written and verbal communication skills
- Strong project management and organizational abilities
- Ability to manage competing priorities and deadlines
- Professional judgment and discretion
- Ability to work independently and collaboratively in a small team environment
- Experience using databases, spreadsheets, and virtual collaboration platforms
- Knowledge of American society, government, geography, culture, and civic institutions
- Interest in professional exchange and youth leadership development

Preferred

- Experience with youth programming or education
- Minimum three years of professional experience in program coordination, nonprofit management, international exchange, youth programs, or related fields
- Experience coordinating events
- Experience supervising volunteers or interns
- Foreign language skills welcomed but not required

Compensation & Benefits

The starting salary for this role is \$20/hour, and work is generally scheduled for 40 hours per week. Occasional evening and weekend work is required. Additional hours must be approved in advance and will be compensated in accordance with applicable law.

We offer Paid Time Off, health insurance, and sick leave.

To Apply

Please submit a cover letter and resume to: Jena Mélançon, jena@gulfcoastdiplomacy.org. (No phone calls, please.) Review of applications will begin on May 28, and the position will remain open until filled.

Gulf Coast Diplomacy is an Equal Opportunity Employer. For more information about us, please visit our website at <https://gulfcoastdiplomacy.org/>.

We look forward to hearing from you!