PROGRAM COORDINATOR

As Program Coordinator, you play an important role in the preparation and delivery of THNK’s programs – with a strong emphasis on the behind-the-scenes logistics and planning. You work closely with the program directors and faculty and play a crucial role in supporting them in the design, preparation, and delivery of online programs, while ensuring high-quality experiences for all participants.

RESPONSIBILITIES

* Collaborate with program directors and faculty to organise THNK’s custom programs.
* Create module planning and preparation timelines, brief faculty and manage deadlines.
* Manage faculty, coaches, and external speakers’ scheduling and activities.
* Create schedules and runsheets, budgets and reports, keeping them updated throughout the programs.
* Communicate with, and brief third parties on specific program elements.
* Support the logistics and delivery of our online programs via Zoom and Teams, and offer first-line technical support to participants.
* Collaborate with faculty to codify learnings from our programs.
* Collect participant feedback, and prepare evaluation reports.
* Be the first point of contact for participants, draft emails, and create content for online platforms.
* Work cross-functionally with finance, community, marketing and other teams to ensure the smooth running of THNK operations.

COMPETENCIES

* You are excited about THNK’s mission, and you share our values.
* You have relevant work experience in project coordination, or in a similar role.
* You are used to working in a fast-paced international environment where there is ongoing change.
* You are organized, detail-oriented, and you seek to continuously improve.
* You have great interpersonal skills, and enjoy making others successful.
* You are assertive, self-directed, and resourceful to consistently deliver.

If you apply for this role, whether you are successful or not, we will store your application and data in our system for a maximum period of one year from the application date, in case another role becomes available that you are suitable for. If you have any questions or concerns about us storing this data and/or the period of time, please contact us at hr@thnk.org and we will respond to you within 30 days.
You are able to work both independently and collaboratively as a contributing team member, at all levels of the organization.

You enjoy taking ownership of your work, coordinating multiple projects at the same time, and you know how to prioritize your workload.

You are highly proficient with the Microsoft Office Suite, and preferably have experience with Zoom, or other video conferencing software.

You are highly proficient in both Dutch and English (required).

If this sounds like you, please email hr@thnk.org with your resume and a short cover letter in PDF format. Kindly note that applicants must have the right to work in the Netherlands prior to applying for the position.

**Deadline for the application: August 25th, 2021**

We are proud of the diversity at THNK, and continually seek diverse perspectives to enrich our team. We’re committed to being an equal opportunity employer and encourage everyone to apply!

**PLEASE NOTE THAT WE DO NOT APPRECIATE THIRD-PARTY MEDIATION.**