

AMERICANS FOR PROSPERITY FOUNDATION™

2111 Wilson Boulevard, Suite 350 • Arlington, VA 22201 • 703.224.3200 • Fax: 703.224.3201

POSITION DESCRIPTION

Position Title:	Programs Coordinator	Department:	Programs
Reports To:	Director of Programs	FLSA Status:	Non-exempt
Location:	National Office, Arlington, VA	Date Written:	March 1, 2010

SUMMARY:

The programs coordinator will play a key role in the planning and coordination of multiple projects and tours at the state and national level, including the annual Defending the American Dream Summit and RightOnline. The coordinator will assist with attendee registration and communication, program reporting and analysis, speaker invitations, event transportation, and managing the events calendar. Please note, the ability to travel domestically at least once a month is required.

ESSENTIAL RESPONSIBILITIES:

- Manage master registration lists and online registration capabilities
- Assist State Directors with event logistics and preparation to include; permit requests, speaker recruitment, accommodations and coalition partners
- Collect and analyze program data in order to build and track major initiatives and key projects
- Draft speaker invitations and memos
- Manage and update online and internal events calendars for national and state programs
- Facilitate communication with key staff to update and advise on upcoming programs
- Coordinate and cultivate relationships with coalition partners for specific tours and projects
- Perform other tasks and special projects to assist the Director of Programs as needed

POSITION REQUIREMENTS:

- One to three years of professional experience
- Strong attention to detail and excellent problem solving and organizational skills
- Proficient in Microsoft Word and Excel programs
- Excellent time management and ability to prioritize in a fast-paced, deadline-driven environment
- Ability to travel domestically for up to a week for different tours

- Willingness and desire to work independently, as well as collaboratively, and to take on additional responsibilities
 - Integrity, humility, and an entrepreneurial attitude
 - A positive attitude and an earnest interest in providing good customer service to our members, partners and state chapters
 - A firm commitment to advancing every individual's right to economic freedom and opportunity through free markets
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GENERAL:

Americans for Prosperity Foundation (AFP Foundation) is a 501(c)(3) organization of citizen leaders committed to educating consumers, business owners, and the general public about the value and operation of an open and market-oriented economy that is free of government interference. **Americans for Prosperity** (AFP) is a 501(c)(4) grassroots organization committed to educating and mobilizing citizen leaders interested in understanding and helping solve America's most pressing policy problems while championing the principles of entrepreneurship and fiscal and regulatory restraint.

TO APPLY:

Please submit a cover letter, resume and salary history/requirements to: Heather de la Riva at hdelariva@afphq.org with the position title in the subject line. AFPF is an equal opportunity employer. No phone calls please.