



## **Join the Worldwide Voice of the Wellness Community! Corporate Team Position Posting**

### **Position Description**

**Position:** Program Coordinator (full-time)  
**Reports To:** VP of Growth and Innovation  
**Location:** Remote (preferred states include Wisconsin, Indiana, North Carolina, Colorado, Ohio)

### **Position Summary**

The Program Coordinator is responsible for planning, coordinating, and executing the workload required to ensure projects across the organization are implemented effectively, run smoothly, and align with the National Wellness Institute's stated vision, mission, and goals.

General duties include, but are not limited to, coordinating project plans, tracking key activities, administering deadlines, coordinating team efforts to meet project parameters, communicating with project stakeholders, developing/following efficient systems, preparing reports for analysis, adhering to established policies and practices, assisting with scheduled events, scheduling promotions, and coordinating revenue-generating opportunities.

In addition, the Program Coordinator will be instrumental in assisting with assigned programs/projects and helping enhance relationships between NWI members, sponsors, partners, vendors, other industry-related organizations, and the NWI Board of Directors and Committees.

The ideal candidate will possess strong administrative/operational skills with exceptional attention to detail, strong communication abilities, good self-management practices, and be motivated to learn and grow. Flexibility, problem-solving and time management skills, the ability to manage multiple projects in a fast-paced remote working environment, and an innate desire to build and maintain strong relationships are essential.

### **Primary Functions and Basic Responsibilities**

- Support the planning and coordination of growth initiative programs, events, and other related projects
- Coordinate the resources and participants needed to achieve project goals and objectives
- Maintain accurate records, monitor budgets, track expenditures, and create detailed reports
- Assist with the development of collateral material and communication documents
- Schedule meetings and special events as assigned
- Track project milestones and deliverables
- Maintain and enhance relationships and partnerships vital to the success of each individual program
- Collaborate with internal and external partners to ensure programs are successfully incorporated into marketing promotion plans
- Ensure NWI's mission, vision, and education philosophy is realized
- Build positive relations within the team and external parties
- Answer phones and emails as needed
- Other duties as assigned



### **Required Qualifications, Competencies, and Skills**

- Bachelor's degree with an emphasis in project management, business administration, non-profit or account management, education, or other related fields of study
- In lieu of a bachelor's degree, 3-5 years of experience in a similar role is desired
- Proven experience with account, project, program, and/or administrative coordination
- Ability to demonstrate knowledge of Microsoft Office (Word, Excel, PowerPoint, Teams)
- Results-oriented with a high attention to detail and the ability to effectively manage multiple projects
- Ability to collect analytics from various platforms and organize for Executive Staff and Board of Directors
- Handle administrative duties and other needs of the organizations without hesitation
- Exceptional written, oral, interpersonal, organizational, and time-management skills
- Strong problem-solving and leadership skills; high emotional intelligence
- Ability to work independently and remotely with limited direct supervision
- A committed team player who is willing to develop, grow, and learn
- Willing to ask questions and seek solutions when appropriate
- A positive "can-do" attitude and the ability to be flexible

### **Strategies to Set Yourself Apart from Others**

- Demonstrate:
  - Experience with database, CMS/CRM software programs, and project management applications
  - Enthusiasm for learning, personal growth, and professional development
  - Knowledge of and/or work with a variety of social media platforms
  - Experience with non-profit association management software
  - Familiarity with diverse non-profit functions and principles
  - A passion for advancing wellness initiatives worldwide

### **Salary and Benefits**

Salary range: \$36,000-\$45,000

Featured benefits include:

- Work from anywhere
- Exceptional paid time off
- Competitive health insurance plan
- Retirement plan with up to 5% employer contribution (after one year)
- Highly engaging work and wellness-focused work culture (we practice what we teach)

While not a traveling position, the ability to attend one to five team meetings and/or scheduled events per year, or as needed, is a necessary commitment. The National Wellness Institute is a fast-growing organization. For the right person, this position includes the opportunity to expand and grow over the coming years and can lead to advancement within the organization.

**To apply or learn more, please submit your resume, CV, or questions to: [NWI@nationalwellness.org](mailto:NWI@nationalwellness.org).**