



## Program Coordinator

### Job Description:

RBTC is currently searching for a Program Coordinator to join our passionate team. The Project Coordinator will help build and manage member programming for the region's technology and biotechnology businesses including, but not limited to talent, DEI, and annual conference. This position calls for a collaborator who is equally savvy with creating new connections with academic institutions, employers, public and private sector partners, students, and other stakeholders and working closely to support existing regional partners including workforce, economic development and more. This position will require flexibility and adaptability to the region's challenges and funding opportunities. The RBTC Program Coordinator will have a diverse range of responsibilities that revolve around planning, organizing, and executing various aspects of a program or project. This role is designed to gain experience with everyday RBTC operations and its membership base in order to grow within the organization.

### Essential Functions:

- Work closely with RBTC Director to engage with current members and recruit new tech council members, while working to understand each company's needs.
- Develop plans and schedules for programs or projects, including timelines, milestones, and resources needed.
- Maintain accurate records, files, and documentation related to the program activities. This often includes preparing reports on progress, outcomes, and any issues encountered.
- Monitor and manage the budget for the programs and events, track expenses, and ensure spending aligns with financial constraints and guidelines.
- Organize logistics for meetings, events, or workshops related to the program. This can involve arranging venues, catering, travel, and accommodations for participants or speakers.
- Facilitate communication among internal and external team members, stakeholders, and partners involved in the program. This includes regular updates, meetings, and ensuring everyone is informed about progress and changes.



- Assess the effectiveness of the program through feedback, data analysis, and evaluation metrics. Using this information to make improvements and adjustments as needed.
- Stay informed about developments in the field related to the program's focus area. This may involve attending workshops, conferences, or pursuing professional development opportunities.
- Engage with relevant stakeholders, such as academic institutions, employers, business associations, economic development offices, and work-force preparation entities to identify and implement opportunities for enhanced collaboration and information sharing regarding STEM talent assets and needs.
- Share data findings of technology and biotechnology sector needs in the region to influence specialized geo-targeted campaigns, while utilizing cohesive branding from the Verge alliance to creatively influence and drive campaigns.

**Qualifications/Education/Experience:**

- Bachelor's Degree or related experience with program management.
- Strong presentation and networking skills with an ability to clearly and concisely communicate.
- Strong project management skills leading/convening projects with stakeholders.
- Excellent written communication skills.
- Capability to efficiently and proficiently convey updates on project advancement, difficulties and hurdles, as well as feedback from stakeholders.
- In-depth problem solving and creative ability including technology expertise.
- Ability to analyze data and communicate its impact on the local/regional economy.
- Ability to summarize problems and to think creatively regarding potential solutions.
- Ability to be flexible and adaptable in a non-profit environment.
- Ability to run multiple projects simultaneously.
- Thrives in a collaborative environment.
- Understanding of the mission and goals of the Verge alliance.

**About RBTC:**

The RBTC is a member-driven association working to promote the growth of the Roanoke-Blacksburg technology community. We are the essential business resource for technology entrepreneurs and companies seeking to achieve greater success. Our membership ranges from emerging technology firms to the largest employers in the region. The RBTC is building a community that is a catalyst for innovation, inspiration, success, and leadership within the Roanoke-Blacksburg region.

The RBTC is unifying the region through intentional relationships, programing and a focus on developing a regional innovation ecosystem. The RBTC operates at the highest levels of integrity, and is honest, transparent, confidential, and supportive. We are dynamic and bring energy and excitement to everything we do. As thought leaders, we are never content with the status quo and are always looking towards the future.

The RBTC strives to always add value in the greater work of building a strong region. We believe our future is a bright one and that our region can be recognized globally for its innovation,



entrepreneurship, and talent assets and consistently rank as one of the leading technology hubs in the nation.

**Disclosure and Signature:**

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of RBTC or the Verge alliance without it being specifically included in the job description. If I have any questions about job duties not specified in this description that I am asked to perform, I will discuss them with my immediate supervisor.

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Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (please print)

