

TITLE: Weekly Lecture Series Coordinator

Oct 26, 2020

Reports to: Executive Director

JOB SUMMARY: The Programs Coordinator will be responsible to identify, plan, schedule, coordinate, and communicate information about the Peninsula Seniors' weekly Bohannon Lecture Series

DUTIES AND RESPONSIBILITIES:

Develop weekly lecture schedules:

- Identify and contact potential speakers
- Schedule speakers
- Identify technology needs for presentation, communicate those needs
- Prepare Lecture Series Summary for *Connections*

KNOWLEDGE AND SKILLS:

Organized, self-starter, reliable; strong verbal and written communication skills; comfortable with technology; team player, works well with others; maintains confidentiality with sensitive organizational information.

EXPERIENCE:

Computer literate, comfortable with technology.