

Program Coordinator

The American Turkish Society

Founded in 1949, The American Turkish Society is America's oldest not-for-profit organization seeking to enhance economic, political, and cultural ties between Turkey and the United States. The Society achieves its mission by bringing together government and business leaders, journalists, and scholars covering a spectrum of fields. In addition, the Society sponsors international educational programs and has always answered the need for philanthropy especially in the form of disaster relief in Turkey. The American Turkish Society is a 501c3 not-for-profit organization.

www.americanturkishsociety.org

Responsibilities:

The American Turkish Society seeks a Program Coordinator for its office in New York City. Reporting directly to the Executive Director, and working closely with other staff, volunteers and interns, the Program Coordinator will be responsible for coordinating The Society's existing educational and cultural programs, managing special projects, and developing new programs. Responsibilities will include, but not be limited to, the following:

- Planning and executing The Society's annual events series: identifying topics, speakers, partners, venues, and funders.
- Coordinating The Society's education programs involving scholarships, fellowships and grants.
- Coordinating all phases of production for The Society's arts & culture programs involving music, performing arts, literature, visual arts, and cinema (in particular, an annual film festival).
- For all programs, assisting with program development, communicating with partners, responding to inquiries, maintaining records, obtaining funding, conducting follow-up, promoting to potential beneficiaries and supporters, preparing publicity materials, handling press relations and writing press releases, etc.
- Responding to grant application inquiries, conducting due diligence and follow-up, presenting candidates and progress reports to relevant committees, and maintaining communications and records.
- Researching and developing new programs relevant to The Society's mission, reaching out to potential partners, and identifying funding opportunities.
- Developing content for The Society's print and online marketing and communications materials.
- Recruiting and managing volunteers and interns for program assistance.
- Participating ex-officio in Board and committee meetings as needed.
- Performing any other program and administrative duties, and special projects, as needed.

Qualifications:

- B.A. and minimum of 3 years of work experience, preferably in a related field, are required.
- Demonstrated ability to manage multiple tasks, independently and as part of a team.
- Excellent interpersonal and communication skills, including ability to interact with a variety of stakeholders with good judgment.
- Superb writing and editing skills (a writing sample, if available, is appreciated); attention to detail.
- Self-initiative and creativity.
- Proficiency in Turkish is required.
- U.S. work authorization is required.

How to Apply:

Mail, fax, or e-mail (preferred) a resume and cover letter to:

The American Turkish Society

305 E. 47th St. 8th Fl.

New York, NY 10017

Fax: 212.583.7615 or E-mail: info@americanturkishsociety.org

No phone calls please.