

Plan New Hampshire (Plan NH)  
Part-Time Program Coordinator Position

**Position Description:**

The Part-Time Program and Membership Coordinator supports the organization's programs and membership services, ensuring seamless execution of events and fostering strong member relationships. This person will also support the InvestNH Housing Opportunity Planning Grant by gathering case study information from former grantees. The ideal candidate is detail-oriented, organized, and enthusiastic about New Hampshire communities. This role requires 20-25 hours per week, with hybrid flexibility, and works under the supervision of the Executive Director.

**Primary responsibilities:**

- Support the planning and organizing of monthly events for Plan NH members and supporters.
- Manage event logistics, including venue booking, vendor coordination, and materials preparation.
- Track event attendance and gather feedback to assess effectiveness and identify areas for improvement.
- Serve as the primary point of contact for current and prospective Plan NH members.
- Oversee membership enrollment, renewals, and database management.
- Implement strategies to recruit new members and retain existing ones.
- Coordinate communications, including for the Plan NH website, newsletter, and social media.
- Assist with outreach to former recipients of the InvestNH Housing Opportunity Planning Grants and gather information for creating case study profiles on successful grantees.
- Perform general office duties, including answering phones, ordering supplies, and other administrative tasks as required to maintain office operations.
- Support the Executive Director and committees in support of Plan NH's mission and programs.

**Requirements:**

- A clear commitment to the Plan NH mission and values.
- Effective problem-solving skills, including good judgment and sound decision making.
- Effective interpersonal skills, including active listening, relationship building, dependability, and professionalism.
- Ability to take direction as well as ability to work with minimal supervision when needed.
- Proficiency with GSuite, Microsoft Office/Teams, CRM systems, and other online platforms.
- Non-profit or municipal experience preferred.
- Minimum two years of experience in the areas of program coordination, event planning, and/or community development.
- Bachelor's degree preferred though not required; community development, urban planning, public administration, nonprofit management, communications, or other relevant disciplines.
- Valid NH driver's license and reliable transportation as needed.

Salary range \$20-\$25/hour; commensurate with experience. This is a part-time, hybrid position, with in-office (Portsmouth) and at-home flexibility as jointly determined with the Executive Director. Occasional evening and weekend hours for events and programs will be required. Some travel will be necessary. Other benefits are not offered at this time.

**Application Process:**

Qualified applicants can send a cover letter and resume to to: [info@plannh.org](mailto:info@plannh.org). Please include "Program Coordinator Application" in the subject line. Review of applications will begin immediately and the position will remain open until filled.