



American Lightweight Materials
Manufacturing Innovation Institute

Position: Program Coordinator

Department: PMO

Reporting To: Chief Technology Officer

Job Location:

LIFT ALMMII Headquarters

1400 Rosa Parks Blvd

Detroit, MI 48216

Scope of Work & Purpose:

The Program Coordinator works closely with program staff to ensure they follow the internal PM processes and complete tasks within set deadlines. The Program Coordinator is to develop and maintain the PMO tracking documents, including dashboards, reports, charts and graphs. They will collect and collate regular reporting documents required to satisfy internal and external requirement. They may also be responsible for purchasing equipment or other supplies needed to carry out program events.

The Program Coordinator will handle administrative tasks and prioritizes correspondence, allowing the Chief Technology Officer and Directors to focus on decision-making and higher-level responsibilities. The Program Coordinator will serve as a link between the executives and the rest of the staff, contribute to better organization and planning, and help the Chief Technology Officer and Directors be more effective.

RESPONSIBILITIES

The duties and responsibilities of Program Coordinator include:

- Assist with planning and coordination of programs and their activities.
- Monitor implementation of program policies and practices
- Work to keep programs on schedule, within stated budgets and functioning smoothly.
- Coordinate program communications.
- Manage staff work assignments, workloads, and work schedules.
- Oversee the program budget, including tracking billing, payments, and other financial transactions.
- Coordinate interactions/relationships between staff, clients, administrators, and all other program stakeholders.
- Schedule and organize program-related meetings and events.
- Oversee the use of technology for program operations, such as video conferencing technology, presentation software and other communications technologies, for instance.
- Create and maintain program records, reports, presentations, and proposals.
- Maintain executive's calendars, including correspondence with external parties to establish meetings.

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313-309-9003



- Align travel relevant events and meeting, including booking travel and maintaining expense reporting system.

PREFERRED QUALIFICATIONS

- Bachelor's degree or equivalent years of relevant work experience.
- Must be proficient in Microsoft Office Suite or related programs.
- Ability to maintain confidential and meticulous records.
- Strong spreadsheet and PowerPoint presentation skills.
- Strong analytical and organizational skills.
- Ability to work independently and with a team.
- Effective communication skills.

BEHAVIORAL COMPETENCIES

Customer Focus, Learning on the Fly, Intellectual Horsepower, Action Oriented, Ethics and Values, Integrity and Trust, Functional/Technical Skills, Forward Thinking.

About LIFT:

LIFT, operated by the American Lightweight Materials Manufacturing Innovation Institute (ALMMII), is a public-private partnership to develop and deploy advanced lightweight materials manufacturing technologies, and implement education and training programs to prepare the workforce. ALMMII was selected through a competitive process led by the U.S. Department of Defense under the Lightweight and Modern Metals Manufacturing Innovation (LM3I) solicitation issued by the U.S. Navy's Office of Naval Research. ALMMII is one of the founding members of Manufacturing USA, a federal initiative to create regional hubs to accelerate the development and adoption of cutting-edge manufacturing technologies.