



PROGRAM COORDINATOR

STATUS: **FULL TIME** HOURS PER WEEK: 40 FTE: 1
FLSA STATUS: **EXEMPT**
LOCATION: New York
REPORTS TO: Jamie Grant, National Director of Programs
APPROVED BY: Bob Roth, Executive Director

GENERAL POSITION SUMMARY

The David Lynch Foundation is seeking a full time Program Coordinator. The Program Coordinator will assist the National Director of Programs in overseeing all of the Foundation's programs in New York and around the country. The Program Coordinator will be highly organized and efficient and specialize in tracking and reporting on program information and research outcomes.

The David Lynch Foundation is a national organization formed in 2005 by famed film director David Lynch. It is a closely knit and highly dedicated organization that works with youthful energy to fund the implementation of scientifically proven stress-reducing techniques for at-risk populations including abused women and girls who have been victims of domestic violence, veterans with PTSD, first responders such as fire fighters and police officers, inner city students, homeless persons, incarcerated persons, and others. Using an evidence-based approach, the Foundation has attracted the support of national-caliber foundations and individual donors as well as many well-known personalities in the news media, entertainment and music industries.

ESSENTIAL RESPONSIBILITIES

- Supporting the National Director of Programs in all activities
- Collecting/reviewing site leader reports
 - Entering information in to DLF Causeview
 - Connecting with site leaders on any important issues
- Managing DLF Database
 - Working with web consultant to maintain database functionality
 - Creating program areas/program sites on in the database
 - Overseeing entry of New York and LA instructions
 - Approval of Netsuite codes present in database
 - Creating/reviewing monthly upload from DLF db into NetSuite
- Reviewing/allocating/approving monthly instruction bills
 - Cross checking instructions uploaded from DLF db and entered directly into Netsuite
- Reviewing/allocating/approving monthly expense bills from programs
- Reporting on programs data from Netsuite/DLF db/Program Reports
 - For the board
 - For funders
 - For grant applications and grantors

- For internal DLF meetings
- Annual budgeting for DLF programs
- Receiving/responding to program inquiries
 - Developing/utilizing best practices for responding to inquiries in the different program areas
 - Forwarding inquiries along to the appropriate parties
 - Answering program related phone calls and explaining dlf program implementation
- Managing DLF SurveyMonkey
 - Creating surveys
 - Entering data
 - Creating reports for research specialist to review
- Programs Board subcommittee
 - Taking minutes of meetings
 - Following up on committee direction
- Program evaluation/review
 - Developing/utilizing criteria to review effectiveness and strategic value of DLF programs

REQUIREMENTS

The Program Coordinator will have a Bachelors Degree and at least 2 years of experience in a related field.

Additional requirements for the position are:

- High level interpersonal skills;
- Organized and efficient worker;
- Experienced with Microsoft Word, Excel, Powerpoint, Google Apps, SurveyMonkey, project management database software;
- High level technical skills.

ABOUT THE DAVID LYNCH FOUNDATION

The David Lynch Foundation, a 501(c)(3) not-for-profit organization, was established in 2005 to raise funds and provide grants for the implementation of scientifically proven stress-reducing modalities, including Transcendental Meditation, for such at-risk populations as:

- Underserved inner-city students
- Veterans with PTSD and their families
- Women and girls who suffer from violence and abuse

The David Lynch Foundation also funds independent university and medical school research to assess the effects of TM on academic performance, ADHD and other learning disorders, anxiety, depression, substance abuse, cardiovascular disease, post-traumatic stress disorder, and diabetes.

The effectiveness of the Foundation's programs has been investigated at leading medical schools, including Harvard, Yale, UCLA and Stanford. In fact, over 340 peer-reviewed studies, including research funded by more than \$26 million in grants from the National Institutes of Health, document the wide-ranging benefits of Transcendental Meditation for relieving stress, improving overall health, and boosting creativity and performance.

MORE ABOUT THE POSITION

This is a full time position based in the New York City offices of the Foundation in Midtown Manhattan.

After an initial employment period, employees become eligible for the Foundation's comprehensive employee benefits package, including: group health and dental plans, voluntary vision, life/AD&D and long-term disability insurance, 403(b), flex plans for medical, dependent and commuting expenses, TransitChek and paid time off.

The Program Coordinator may be required to travel to the DLF LA offices and other program locations around the country

TO APPLY

Send resume, cover letter, and salary history and/or salary requirements to:

Raji Kalra, Chief Administrative Officer, The David Lynch Foundation, at: careers@davidlynchfoundation.org. Only PDF or MSWord formats will be accepted. Please make "Program Coordinator" the subject of your email.

The David Lynch Foundation is an Equal Employment Opportunity Employer.

For more information about the David Lynch Foundation, please visit www.davidlynchfoundation.org.