



Prison Alliance
MAKING DISCIPLES WORLDWIDE

Title: Program Coordinator

Purpose and Scope of the Role:

Prison Alliance, established in 1996, serves over 1,300 prisons, sharing the gospel with the incarcerated and discipling them through correspondence Bible studies. We provide Christian books, Bibles, Bible studies, CDs, DVDs, and tracts to those in need.

The Program Coordinator plays a pivotal role in supporting the Program Manager by ensuring the efficient operation of the Program Department. This department serves 7,300 inmates and over 350 volunteers nationwide, processing 1,500 to 2,000 pieces of mail weekly, including Bible study lessons and correspondence with inmates. The ideal candidate is task-oriented, self-motivated, and proactive in ensuring the smooth running of all departmental operations.

Overall Essential Duties:

Program Operations:

- Assist with daily operations, ensuring the department runs smoothly and efficiently.
- Handle multiple concurrent responsibilities and deadlines, including mail processing, printing Bible lessons, student enrollment, return mail management, and database updates.
- Maintain high accuracy and attention to detail in all tasks.

Volunteer Coordination:

- Onboard, train, and support volunteers, fostering a positive and productive environment.
- Build strong relationships with volunteers and ensure clear communication processes.

Administrative Support:

- Utilize tools like Excel, Microsoft Office Suite, and mail merge to support departmental operations.
- Maintain accurate records and contribute to data entry and analysis.

Collaboration and Initiative:

- Work effectively within a team to achieve shared goals.
- Take proactive steps to identify and address departmental needs, completing tasks with minimal oversight.

Qualifications:

- Bachelor's degree or equivalent work experience.
- High attention to detail and strong organizational skills.
- Proficiency with Microsoft Office Suite, including Excel and mail merge functions.
- Friendly and professional demeanor, with the ability to work collaboratively with volunteers and staff.
- Experience in volunteer management preferred.
- Effective problem-solving skills and a proactive mindset.

Working Conditions:

- Full-time position with regular office hours: Monday–Friday, 8:30 AM–5:00 PM.
- Must be comfortable working in a stationary position for the bulk of the day.

Compensation and Benefits:

- Salary: \$40,000–\$50,000 annually, based on experience and qualifications.
- Vacation: Four weeks (20 days) of accrued paid vacation annually.
- Retirement Plan: Employer matches up to 3% of salary.

To Apply:

If you are passionate about using your skills to make an eternal impact, please send your resume and cover letter to **timc@prisonalliance.org**.