Program Coordinator

Lower Gwynedd Township seeks a motivated, organized, and community-minded Program Coordinator to assist with the planning, coordination, promotion, and implementation of recreational programs, special events, and community activities for residents of all ages. This position will serve as a point of contact for residents, program participants, instructors, vendors, volunteers, and community partners while providing administrative and operational support to the Program Department. Responsibilities include coordinating community events, developing new recreational programs, assisting with event operations, community outreach, and managing the Township's social media and promotional communications.

Key Responsibilities:

- Assist with planning and coordinating community events such as Fall Fest, holiday programs, seasonal activities, and special events.
- Research, develop, and coordinate new recreational programs based on community interests and participation.
- Communicate and coordinate with instructors, vendors, contractors, volunteers, and community partners.
- Assist with event-day operations and represent the Township at programs and community events.
- Promote programs and events through social media, newsletters, the Township website, email communications, flyers, and other marketing materials.
- Manage and maintain Township social media platforms, creating engaging content including posts, graphics, photographs, videos, and event recaps.
- Assist with developing seasonal program guides, promotional materials, and community outreach initiatives.
- Build positive relationships with local organizations, schools, businesses, instructors, and community groups.

Qualifications:

- Bachelor’s degree, preferably in Parks & Recreation or a related field.
- 3–5 years of experience in recreation programming, parks management, event coordination, or a related field.
- Strong written and verbal communication, organizational, and time management skills.
- Proficiency with Microsoft Office applications, including Word, Excel, Outlook, and SharePoint.
- Experience with social media, digital marketing, and community outreach preferred.

Applicants should send resume and cover letter to the attention of Morgan High, Program Director
mhigh@lowergwynedd.org