

BioLogos

Program Coordinator

Grand Rapids, MI | Hybrid

Join BioLogos as we seek an organized and detail-oriented **Program Coordinator** to advance our mission of connecting contemporary science and Christian faith. In this role, you will work alongside a talented and driven team to organize and advance a variety of projects, events, and outreach that empower people to explore, embody, and delight in the harmony of faith and science. Our ideal candidate is a mission-driven early-career professional who thrives working in a hybrid role, collaboratively mapping out timelines and processes and executing administrative tasks with strong attention to detail. Your work will play a key role in our pursuit of a world in which faith and science together draw us deeper into love of God and all God has created.

We are seeking a candidate in the Grand Rapids, MI area. This is a work-from-home position with occasional in-person work as requested, and quarterly in-person days in a Grand Rapids, MI office space.

Applicants are expected to align with [BioLogos' Faith Commitments](#) and support of consensus science (on issues such as [evolution](#), [climate change](#), and [vaccines](#)). Please take a few minutes to review these webpages before applying. We ask that you submit a resume along with a cover letter describing your interest in this specific position, alignment with our Faith Commitments and views on science, and motivation for supporting BioLogos' mission.

As our **Program Coordinator**, your responsibilities will include the following areas:

- Enter and track grant and project tasks and timelines in project management software, coordinating staff workflows to ensure program milestones and deliverables are met
- Organize and facilitate meetings, prepare agendas, document action items, and follow up on assigned tasks
- Create checklists and templates for grant progress monitoring, and maintain accurate documentation to support the grant application process, compliance, reporting, and audits
- Collect, organize, and analyze program data for grant reports, donor updates, and internal performance evaluation for BioLogos resources and communications
- Provide logistical support, coordinating team roles, and mapping out planning timelines for various private and public events
- Provide administrative support (such as file organization, processing reimbursements, documenting event/attendee needs, tracking data and feedback on activities, etc) for ongoing BioLogos programs and events

- Assist with networking and targeted outreach to promote BioLogos projects and recruit partners with media outlets, churches, organizations, and other networks
- Work to expand BioLogos' outreach and partnership with social media influencers and digital content creators by building out lists of creators, sharing opportunities, and helping to manage relationships

To be a successful **Program Coordinator**, you will need the following:

- Bachelor's degree or higher
- 1-3 years' work experience or equivalent (inclusive of internships, undergraduate work experience, or volunteering) with detail-oriented responsibilities coordinating team projects and providing administrative support
- Exceptional organization skills and attention to detail, with ability to manage multiple projects with varied timelines and stakeholders in an organized and efficient manner
- Familiarity with project management software (such as Monday.com or Asana) preferred
- Proficiency with Google Workspace (Google Docs, Sheets, Drive, etc.) and file management
- Strong writing skills and communication professionalism
- Familiarity with the American Christian landscape and with contemporary scientific issues (such as climate and the environment, wise use of technology/AI, bioethics and medicine, and evolution and origins)
- Familiarity with social media platforms, content, and short-form video
- Alignment with [BioLogos' Faith Commitments](#) and a commitment to gracious dialogue with those of differing perspectives, both within and beyond the Christian tradition

If this sounds like a position and organizational fit, please apply now for immediate and confidential consideration by submitting your cover letter and resume. We offer a comprehensive benefit package, competitive wages, and a collaborative team environment. For more information about BioLogos, please visit us at <http://www.biologos.org>.