



ZONTA INTERNATIONAL Programs Coordinator

About Zonta International

Founded in 1919, Zonta International is a global human rights organization working to build a better world for women and girls. Today, Zonta operates in 65 countries, bringing together members worldwide to advance gender equality through service and advocacy.

Guided by its core values of integrity, respect, equity and inclusion, friendship, and global community, Zonta works to ensure that women's rights are recognized as human rights. Its global efforts focus on eliminating violence against women and girls, promoting equal access to education, strengthening women's participation in decision making, and advancing gender responsive approaches to climate justice.

Zonta International is nonpartisan and nonsectarian and holds consultative status with the United Nations, reflecting its long-standing commitment to ethical leadership, strong governance, and global impact.

What You Will Focus On

The Programs Coordinator is a key member of the Programs Team, which oversees all Zonta's international service and advocacy efforts and education programs. The Programs Coordinator is responsible for the administration of Zonta International's fellowship, award and community grant programs. This individual serves as the liaison between Zonta International and Zonta districts and clubs, applicants, recipients and educational institutions on all matters related to these programs. The Programs Coordinator will also play a key role in the development, implementation and ongoing growth and maintenance of an alumnae engagement program in collaboration with the Programs & Events Manager.

Essential Job Duties and Responsibilities

Education Fellowships and Awards

- Coordinate the day-to-day administration of the Amelia Earhart Fellowship, Zonta Women in Business Leadership Award, Zonta Women in STEM Award and Zonta Young Women in Leadership Award.
 - Prepare application materials.
 - Acknowledge and process applications.
 - Review applications for eligibility or prepare applications for committee/jury review.
 - Prepare ballots for Board approval.
 - Coordinate recipient announcements.
 - Prepare bios and ensure accuracy of information provided for announcements and other communications.
 - Coordinate payments to recipients.
 - Prepare mailings to members, recipients and schools.
 - Maintain communication with past recipients.
- Serve as the staff liaison to the Amelia Earhart Fellowship Committee and award and grant juries.



- Manage the creation and administration of the AwardSpring platform for the Amelia Earhart Fellowship application.
- Respond to requests for program information and applications from members, applicants and schools.
- Maintain records of all current and past award recipients.

Zonta Community Give Back Grants

- Coordinate the day-to-day administration of the Zonta Community Give Back Grants program.
 - Prepare application materials.
 - Acknowledge and process applications.
 - Review applications for eligibility or prepare applications for committee/jury review.
 - Prepare ballots for Board approval.
 - Coordinate grantee announcements.
 - Coordinate payments to grantees.
 - Prepare mailings to members and grantees.
 - Maintain communication with past grantees.
- Serve as the staff liaison to the Zonta Community Give Back Grants jury.

Alumnae Engagement

- Collaborate with the Programs & Events Manager to develop and implement an alumnae engagement strategy for all past recipients of Zonta International's fellowships, scholarships and awards.
- Ensure the ongoing maintenance of this program through clearly defined strategies and KPIs.

Program Communications & General Administration

- Prepare program materials for the Zonta International website and ensure fellowship, award and grant pages are kept up-to-date and relevant.
- Assist with collecting and compiling program information for *The Zontian* magazine, Foundation Annual Report, and other publications.
- Support the Programs & Events Manager with other Programs Department activities and initiatives, including planning for the annual Commission on the Status of Women.
- Respond to unsolicited funding requests.
- Support International Board meetings and other meetings as requested.
- Other projects as assigned.

What You Will Bring

- Two years of college education required; bachelor's degree preferred.
- Minimum 4 years of experience in non-profit program administration.
- Competencies in MS Office including Word, Excel and PowerPoint preferred.
- Excellent verbal and written communication skills.
- Great interpersonal skills that are relatable to members whose first language is not English.
- Demonstrated ability to work as a member of a team.
- Organized with a commitment to project management and deadlines, yet able to adapt to changing priorities.
- International experience desired, fluency in a second language helpful.
- Ability to work as needed to meet deadlines, participate in conference calls or support Board meetings (travel is possible but not required at this level).



What We Offer

- A team that genuinely cares for and discusses issues related to women and girls.
- Ability to establish a personalized daily 7.5 hours work schedule with a start time between 7:00 am and 9:00 am. Note: some overtime hours are required based on priorities throughout the year.
- Substantial paid time off and holiday pay (11 paid holidays, plus the period between Christmas Eve and New Year's Day).
- Generous health insurance benefits, 401K, and life and disability insurance.

Location (hybrid)

- This is a hybrid position based in Oak Brook, Illinois.
- The staff works remotely three days a week and in-office a minimum of two days a week (Tuesday and Wednesday).
- Additional in-office work is required for training and special meetings, including orientation and onboarding.

Working Conditions/Physical Requirements

- Ability to lift 15 lbs.
- Occasional evening and weekend hours will be necessary to support committee and volunteer meetings. Frequency will vary based on organization's needs.

Application Instructions

If you are interested in gaining experience in a position where your work makes a difference and you have the opportunity to meet people from around the world, we would love to hear from you. To express interest, please submit a cover letter and resume to: jobs@zonta.org.

Zonta International is an Equal Opportunity Employer and encourages applications from candidates of diverse backgrounds and lived experiences who are committed to advancing equity for women and girls globally.

An official job description will be provided to candidates before an interview. This position requires a background check as part of the final consideration process. Visit www.zonta.org to learn more about our organization.