

The SOFEI Group (4723)
To: Employment Counselor
Date: 03/09/2026



22030
Fairfax, VA, 22030

Program Coordinator

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$18.00 to \$19.00 hourly
Employment status: Contract / Temporary

Description

This role involves overseeing and organizing activities that facilitate the smooth running of programs under your supervision. You will be working for a non-profit organization on-site.

Requirements

2+ years of office experience.

Strong organizational, communication, and interpersonal skills are key.

The ability to manage multiple tasks, solve problems, and work in a fast-paced environment are also crucial.

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