



MARCUS DELACROIX

Program Coordinator

Program coordinator with two years supporting workforce development programs in a mid-sized nonprofit. Organized, fast on email, and comfortable being the person who keeps the shared tracker actually current.

Contact Information



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Tucson, AZ 12345

Education

B.S., Public Administration,
University of Arizona, 2021

Bachelor of Business Administration,
San Diego State University, 2023

Key Skills

- Participant intake and scheduling
- Salesforce (data entry, reports)
- Google Workspace
- Microsoft Excel
- Meeting notes and action tracking
- Event logistics
- Grant reporting support
- Written communication

Professional Experience

PROGRAM COORDINATOR | SAGUARO FUTURES INSTITUTE, TUCSON, AZ 2022 – PRESENT

- Coordinate scheduling, participant intake, and materials for a paid apprenticeship program serving roughly 120 participants a year across four employer partners.
- Own the participant tracker in Salesforce; caught a duplicate-record issue during a monthly QA review that would have overstated our completion rate to the state.
- Draft the monthly program update sent to funders and the executive director; incorporated a stoplight status format that the board asked us to keep using.
- Run logistics for cohort orientations (roughly 30 participants each), including venue, catering, printed onboarding packets, and stipend paperwork.

PROGRAM ASSISTANT | COPPER VALLEY YOUTH ALLIANCE, TUCSON, AZ 2021 – 2022

- Supported two senior coordinators on an after-school science and math program with about 85 students across six school sites.
- Kept the volunteer roster and background-check log current; passed the annual compliance audit with zero findings on volunteer files.
- Took meeting notes and turned them into action-item summaries within 24 hours for the program lead.