

CAREER ROADMAP

How to Become an AI Governance Coordinator: A Complete Roadmap

The entry point into AI governance: what an AI Governance Coordinator does, the skills to start with, and how to move up to AI Risk Analyst and beyond, no coding required.

IN THIS ROADMAP

- What an AI Governance Coordinator does
- Skills to start with
- Certifications that help
- Where it leads

A free career roadmap from GRC Careers · AGJ, the AI governance job board

Read the latest version, and browse live AI Governance jobs, at ai-governance-jobs.com/ai-governance-career-guides/how-to-become-an-ai-governance-coordinator

An **AI Governance Coordinator** is one of the clearest ways into the field. You keep the AI governance program moving: coordinating intake, documentation, evidence, and follow-through so AI use cases move through review safely and consistently. It is a coordination and communication role, not a technical one, which makes it a strong first job for career changers coming from compliance, privacy, project management, or security.

WHAT AN AI GOVERNANCE COORDINATOR DOES

- Maintains the **AI use-case intake and tracking** so leadership can see what AI is in use
- Coordinates approvals, meetings, and action items across Legal, Privacy, Security, Data, and Engineering
- Prepares documentation, policy drafts, playbooks, and FAQs
- Supports **evidence collection** for audits against SOC 2 or ISO-aligned controls
- Keeps decision logs and the model or use-case inventory current

SKILLS TO START WITH

- Stakeholder coordination and clear written communication
- Documentation and basic policy-writing support
- Basic risk concepts, controls evidence, and issue tracking
- Familiarity with the **NIST AI RMF** and ISO/IEC 42001 at a high level

CERTIFICATIONS THAT HELP

You do not need one to start, but the **IAPP AIGP** signals commitment, and an entry GRC credential (ISACA CGRC or a foundational privacy cert) rounds out the résumé.

WHERE IT LEADS

The coordinator role is the on-ramp. With one to two years of real reps you move into **AI Risk Analyst**, **GRC Analyst – AI/ML**, or **Privacy & AI Governance Analyst**, then toward program-management and leadership roles.

FREQUENTLY ASKED QUESTIONS

Do I need a technical background to be an AI Governance Coordinator?

No. This is a coordination, documentation, and communication role. You need to be organized, write clearly, and understand basic risk and controls concepts, not build models.

What jobs do people move into after this role?

AI Risk Analyst, GRC Analyst – AI/ML, and Privacy & AI Governance Analyst are the common next steps, then AI Governance Program Manager.

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