



20 Hour Program Coordinator Job Description

Working with the Program Director of Leadership Winston-Salem, the Program Coordinator provides logistical support for the 9-month Flagship program and special events, as well as social media and administrative support for the organization (including backup Quickbooks & donor database support).

Essential Duties and Responsibilities:

The Program Coordinator has the following responsibilities:

- Working with the Program Director to coordinate logistics for each Flagship Program class day, including food/beverage delivery/pickup, facility setup and take-down, monitoring transportation arrangements, directing participants to locations, handling name tags and photography, working directly with planning committee members.
- Assisting in planning and executing special events such as *Celebration* and recruitment receptions.
- Interfacing with vendors/agencies (e.g. printing, catering, transportation, etc.), including researching options, negotiating products/services and fees, errands to suppliers, and monitoring service delivery.
- Administrative coordination including updating mailing lists, handling correspondence, maintaining alumni directory, preparation for meetings, and developing and monitoring online surveys.
- Technology support including data backup, development and maintenance of databases, reporting and database queries, routine system maintenance, and interface with technical consultant.
- Assist with Social Media.

Skills and Qualifications

- Energetic and forward thinking
- Outstanding organizational skills
- Excellent attention to detail, quality, accuracy
- Excellent computer skills, incl. MS Office, Publisher
- Competency in social media
- Ability to effectively work on multiple projects at the same time
- Independent worker with consistent dependability
- Excellent interpersonal/public relations skills and writing skills
- Flexible in work hours and days to correspond with program needs
- Ability to lift boxes and materials as needed for class days for transport
- Travel and transporting of materials required in Forsyth County

Education and/or Experience:

- Bachelor's degree preferred
- 2-3 years of experience in event planning
- Basic understanding of accounting principles and experience with related applications, such as QuickBooks preferred
- Experience with donor database/Etapestry preferred

Salary commensurate with experience.

To apply, send cover letter, resume, references, and salary requirements to JacintaWhite@LeadershipWS.org by June 19, 2014.