



Position: Program Coordinator

Hours: Part-time (15 hours weekly)

Salary: \$15.00/hourly

ABOUT LEADERSHIP CHARLEVOIX COUNTY

As part of the nine-month program, class members are exposed to numerous leadership and teambuilding activities and delve into regional topics including education, government, health and human services, our environment and more, led by experts in these areas. The goal is to take developing leaders, enhance their leadership skills and provide them a rich network of colleagues, a deep understanding of the region's challenges and strengths, and a way to become involved in topics of interest. The size of each class averages 15-20 annually.

POSITION SUMMARY

Reporting to the Chair of the Board of Directors, the Program Coordinator coordinates each monthly session, and is expected to engage in business and social activities in Charlevoix County, ensuring that programming advances the mission and strategic plan of Leadership Charlevoix County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as the programing lead, overseeing all sessions. Communicates with class participants, presenters, mentors and board of directors on all related logistics including setup needs, agenda, equipment, and supplies, etc.
- Plan and execute Orientation, Beaver Island Retreat, and Graduation sessions.
- Develop compelling content using multi-channel marketing, which may include, but is not limited to mailings, newsletters, flyers, press releases, photography, social media and LCC website.
- Establish relationships with community service clubs/organizations and understand how to use community resources to meet programmatic goals.
- Serve as secretary for the Board of Directors. Create and distribute all board support materials and serve as the organization's representative.
- Ensure accuracy, integrity and timeliness of all financial accounting and reporting, which is provided by an independent contractor.
- Recruit and screen program candidates' applications annually and make recommendations to the Board of Directors.
- Have knowledge of grant development and proposal writing, with success in receiving funding.
- Plan and implement direct mail appeals annually, with a high degree of customization and emotional appeal. Execution involves working with printers, mail-fulfillment vendors, and fundraising committee.
- Create and maintain, with the support of the finance committee, the annual budget including revenue and expenses.
- Serve as the organization's official spokesperson; perform public relations and public speaking.
- Serve on all program board committees, or as requested by the Board of Directors Chair.

KNOWLEDGE, SKILLS, AND/OR ABILITIES REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Ability to work on multiple priorities and/or projects simultaneously
- Excellent listening and communications skills, both verbal and written
- Strong customer relationship skills
- Organized, detail oriented, creative and self-motivated
- Strong computer skills including proficiency in Microsoft Office Suite and the ability to effectively communicate through email and social media
- Availability to remain in contact with class participants and Board of Directors during regular business hours
- Basic problem-solving abilities and ability to meet reasonable deadlines
- Ability to build positive and collaborative relationships
- Project lead or management experience with an ability to understand project complexities and deliverables
- Willingness to develop professionally
- Working knowledge and familiarity with Charlevoix County
- Ability to work with little supervision

APPLICATION DEADLINE - Interested applicants should submit a resume and letter of interest by August 26 to leadershipcharlevoixcounty@gmail.com. Leadership Charlevoix County is sponsored by the Boyne City, Charlevoix and East Jordan Area Chambers of Commerce. For further information, visit www.leadershipcharlevoixcounty.com or contact your local chamber.