



**Leadership Council for Nonprofits
Program Coordinator Position**

The Leadership Council For Nonprofits seeks a part-time program coordinator to assist the organization with its mission of maximizing the impact of non-profit organizations, developing their leaders and strengthening the community. More information about Leadership Council For Nonprofits can be found at www.leadershipcouncil.us

Part time: 20 hours average each week, with some weeks having more and some less.
Salary Range: \$13-\$15/hr.; compensation reviewed after 6 months

This position reports to the Executive Director

- Programs/Events (approx. 60% of the responsibilities):
 - Works closely with Executive Director to support LC growth and program development
 - Helps build positive relations within the membership and external parties
 - Works with Administrative team to manage LC Calendar of Events
 - Supports Board Membership Committee, Programs Committee & Events Committee
 - Coordinate logistics, marketing, registration review, survey follow ups for all workshops and webcasts, including setup and clean up
 - Assists in planning annual meeting, Securing the Future Conference and other events, including logistics, marketing, registration review, survey follow up, setup and clean up
- Communications (approx. 30% of the responsibilities):
 - Establishes and maintains Communications and Development calendar working closely with Administrative Team & Executive Director
 - Plans and coordinates content with Administrative Team to ensure timely delivery of Annual Report, Monthly Newsletter, and other LC communications, including social media
- Development (approx. 10% of the responsibilities) :
 - Manages LC calendar for grant applications and reports
 - Assists Executive Director with grant applications and reports as needed
 - Assists Executive Director with drafting sponsorship letters and follow up
 - Manages the affinity program requirements, and analyzes utilization of programs

Other Job Duties include:

- Serve as “front line” for office including answering and routing email inquiries, addressing general questions and making referrals
- Prepare correspondence as needed

- Assist in managing electronic filing systems
- Other administrative and clerical activities as assigned.

Candidate Requirements:

- High School Diploma required
- Previous experience as a project coordinator, administrative assistant or project manager
- Excellent organizational skills, outstanding written and verbal communication skills, strong attention to detail and ability to work independently
- Advanced computer skills including Microsoft Office Suite
- Excellent grammar and proof-reading skills
- Strong people and customer service skills with ability to interact with volunteers, members, staff, board members in a friendly, courteous and professional manner

Salary: Negotiable DOE

Benefits: Work from home, flexible hours, generally no events or programs on weekends or weeknights

To apply: Send cover letter, resume and references to info@leadershipcouncil.us

Leadership Council For Nonprofits does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients