



Connecting Nicollet County Leadership Program Program Coordinator Job Description

The local county program coordinator will work with the Board of Directors and the University of Minnesota Extension Educators in overseeing the logistics of the development and implementation of the program. This position is part time 15-20 hours per week.

DUTIES AND RESPONSIBILITIES include but are not limited to:

- Serve as the administrative assistant of the Board of Directors, coordinating the logistics of the Board Meetings, communications and scheduling;
- Work with the Board of Directors to execute short-term and long-term plans and goals for the program;
- Coordinate the application and selection process of leadership program participants with the Board of Directors and develop recruitment strategies;
- Coordinate program marketing not limited to print, social, digital and traditional markets, public relations, contact with local media and presentations to businesses and organizations prior, during and following the program;
- Create and maintain a program website and social media pages;
- Coordinate logistics of the cohort leadership program working with the session day chairs and the University of MN Extension Educators to ensure that the location, training, tours, panels, transportation, meals, etc are ready for each session. Communicate with the participants any necessary information to prepare for the day;
- Attend all program sessions;
- Assist in the execution of sessions with the session day chairs and Extension Educator;
- Coordinate thank you notes for speakers, sponsors and hosts;
- Serve as the primary contact for program participants;
- Responsible for budget aspects of the program including collecting tuition, collecting invoices and submitting for payment, coordinating donations and sponsorships and assist the Board of Directors with writing appropriate grants;
- Submit expense reports timely for appropriate reimbursements (if applicable);
- Coordinate the annual graduation event with the Board of Directors, including invitations, recognition of participants and sponsors, presentations, etc;
- Maintain historical documentation regarding all aspects of the program for reference, including class and alumni databases;
- Develop alumni communications, programming and a long-term for alumni engagement;

- Attend monthly board meetings either in-person or virtually.

REQUIREMENTS

Program Coordinator will need to provide their own vehicle, vehicle insurance, computer, cell phone and any other support equipment.

KNOWLEDGE AND SKILLS

- Able to work both collaboratively and alone
- Self-Starter, precise, flexible, attention to detail and deadlines
- Excellent written, oral and interpersonal communication skills
- Experience in event planning, marketing and fundraising
- Strong technology and computer related programs
- Ability to manage and work within the parameters of an established budget
- Personal transportation