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 30-40 hours per month**.

Responsibilities include, but are not limited to:

- Partner with the Board of Directors to execute both short- and long-term strategic plans and program goals.
- Lead and coordinate the application and participant selection process in collaboration with the Board, including development of effective recruitment strategies.
- Manage program marketing efforts across multiple channels, including print, digital, social media, and traditional outlets; oversee public relations, media engagement, and presentations to local businesses and organizations before, during, and after the program.
- Develop, update, and maintain the program website and social media platforms.
- Coordinate all logistics for the cohort leadership program in partnership with session day chairs and University of Minnesota Extension Educators. This includes securing locations, planning training sessions, organizing tours and panels, arranging transportation and meals, and ensuring all session details are prepared. Communicate timely and relevant information to participants.
- Attend and support all program sessions.
- Assist session day chairs and Extension Educators in executing program sessions.
- Coordinate and distribute thank-you communications to speakers, sponsors, and host organizations.
- Secure program sponsorships from local businesses, including financial contributions, food donations, and in-kind support (e.g., gift bag items). The coordinator is primarily responsible for regional day sponsorships, while supporting county day sponsorship efforts led by session chairs.
- Serve as the primary point of contact for program participants.

- Oversee financial coordination by serving as liaison with the fiscal agency. Responsibilities include collecting tuition, processing invoices and payments, managing sponsorships and donations, and supporting grant writing efforts with the Board of Directors.
- Submit expense reports in a timely manner to ensure proper reimbursement.
- Coordinate the annual graduation event in collaboration with the Board, including invitations, recognition of participants and sponsors, and program presentations.
- Maintain comprehensive program documentation, including participant records, alumni databases, and historical program materials.
- Develop and implement alumni engagement strategies, including communications and programming for long-term involvement.
- Attend monthly Board of Directors meetings, either in person or virtually.

Requirements

- Reliable personal transportation, valid driver's license, and vehicle insurance
- A personal computer, cell phone, and other necessary technology/equipment

Knowledge, Skills, and Abilities

- Ability to work independently and collaboratively in a team environment
- Strong organizational skills, attention to detail, and ability to meet deadlines
- Self-motivated, adaptable, and flexible
- Excellent written, verbal, and interpersonal communication skills
- Experience in event planning, marketing, and fundraising
- Proficiency with technology and common computer applications
- Ability to manage responsibilities within an established budget

Application Instructions

Please submit your résumé, two professional references, and contact information via email to **cncpcoordinator@gmail.com**.