

Leadership Pioneer Valley Seeks Program Coordinator

Leadership Pioneer Valley works to identify, develop and connect diverse leaders to strengthen the region. The core of the organization is a well-regarded 9-month regional leadership development program for existing and emerging leaders from non-profits, businesses and government. The LEAP Program Coordinator reports to the Executive Director and is responsible for coordinating the LEAP Program and alumni programming.

Primary Job Responsibilities:

- Coordination of program logistics and administration
- Coordination of program curriculum delivery
- Participant tracking and engagement
- Promote program to potential participants
- Engagement of LPV alumni
- Additional duties as assigned

Major Duties/Responsibilities:

1. Coordinate LEAP Program
 - a. Organize recruitment and communications with all trainers and speakers
 - b. Organize all program logistics including materials, venues, food, and transportation
 - c. Maintain participant database and payment records
 - d. Organize alumni activities
2. Track Participant Learning and Evaluation
 - a. Track participant learning progress and program requirements
 - b. Ensure regular participant communications
 - c. Solicit feedback and identify potential revisions based on participant, sponsor, and stakeholder evaluations
 - d. Track Leadership Learning Lab progress and coordinate coaching team
3. Program Marketing and Recruitment
 - a. Seek out opportunities for outreach to potential participants
 - b. Promote program throughout the region
 - c. Maintain social media presence
4. Administration
 - a. Assists with administrative duties such as mailings, mass emails, program brochures, printing, name badges, workshop handouts, and board minutes as needed
 - b. Additional duties as assigned

Qualifications:

- Exceptional attention to detail and experience organizing events
- Excellent verbal and written communication skills
- Works well on a small team but takes initiative
- Facilitation skills
- Creative problem solving
- Proficient in MS Office Suite, databases, and social media
- Ability to communicate effectively and to work well with teams
- Bachelor's degree or equivalent experience
- 2-3 years experience with non-profits
- Knowledge of the Pioneer Valley
- Ability to attend off-site meetings including occasional evening and weekend events; valid driver's license

Values:

Leadership Pioneer Valley values collaboration, inclusivity, trust, and excellence.

Applications:

The Program Coordinator is a full-time position with a salary commensurate to experience. Interested applicants should submit a cover letter and resume via e-mail by December 14th to:

Lora Wondolowski, Executive Director, lwondolowski@leadershippv.org

This position will remain open until filled or the recruitment is cancelled. LPV does not discriminate on the basis of race, color, national origin, gender or gender identity, sexual orientation, religion and disability in employment or the provision of services.