

Leadership Oconto County
Position Description

Position: Program Coordinator
Reports to: Leadership Oconto County Board of Directors
Hours: Average 20 hours per week

The Program Coordinator will oversee all aspects of the Leadership Oconto County program under the direction of the Board of Directors.

QUALIFICATIONS:

Strong organization skills, computer skills, ability to manage multiple projects, initiate tasks and work with minimum supervision are required. Good written and verbal communication skills are required. Experience with program planning and coordination, nonprofit work, fundraising, knowledge of the area, and working as a member of a team is desired.

DUTIES:

Program Structure/Administration

- Coordinate and serve as staff support for the LOC Board of Directors. Schedule all meetings, generate agendas, and record minutes
- Serve as the primary facilitator and coordinator of the LOC Program Committee responsible for programming and carrying out individual monthly sessions including:
 - securing speakers to assure proper curriculum exposure
 - ensuring the quality of topics and materials
 - securing location and meals for each session.
- Coordinate class orientation and graduation
- Advise and oversee group community service project meetings.
- Monitor revenue and expenses.
- Act as a resource to connect LOC alumni with area board positions and volunteer opportunities.
- Responsible for maintaining the database for the current LOC class, alumni and all prospects.
- Maintain and promote the program through the LOC website and social medial platforms.

Fund Raising

- Develop relationships with and solicit funds from selected businesses, agencies, and organizations.
- Write and submit grant requests.
- Organize annual fundraising event with committee.

Marketing/Recruitment

- Create and direct all marketing efforts-including social media-associated with the promotion of the program and recruitment of participants.
- Coordinate all public presentations of LOC to community groups and organizations.
- Handle inquiries concerning the LOC program.
- Produce the LOC graduate booklet including class members' photos and bios.
- Recruit class participants from area businesses and organizations.

Please apply by sending cover letter, resume, and references to:
Leadership Oconto County
PO Box 102
Oconto, WI 54153

OR

Via email at leadershipocontocounty@gmail.com

Leadership Oconto County and Oconto Falls Area Chamber of Commerce are working collaboratively to fill positions. Please also see the job posting for Chamber Director for Oconto Falls Chamber of Commerce on their website or Facebook.



LEADERSHIP
Oconto County