

PROGRAM COORDINATOR – LEADERSHIP AND SMALL BUSINESS PROGRAMS

Job Title: Program Coordinator

Department: Leadership & Small Business Programs

Hourly Rate:

Reports To: VP of Leadership & Small Business

FLSA Designation: Non-Exempt

Programs under Leadership & Small Business: Leadership New Braunfels, Youth Leadership New Braunfels, Leadership New Braunfels Alumni, Small Business Week, Business Advisory and Business Trade Show.

Events under Leadership & Small Business: Leadership New Braunfels and Youth Leadership New Braunfels receptions, classes and graduations, Leadership Lab seminars, Candidate Forums, Small Business Person of the Year reception, New Braunfels Business University seminars, Business Trade Show and all associated committee meetings.

Job Summary: Responsible for assisting the Vice President of Leadership and Small Business Programs with the planning and execution of programs, live broadcasts, committee meetings, receptions, trade shows, graduations, seminars and other events. Provides event coordination and administrative support. Assists with project management, marketing efforts and design projects requiring up to date administrative-creative skills.

Other responsibilities include but are not limited to making website updates, creating emails and calendar entries, generating registration and application forms, processing data and information of sensitive and confidential nature, maintaining spreadsheets, assisting and coordinating volunteers.

- Assist with general administrative duties including preparing correspondence, arranging meetings, scheduling appointments, working with committee members and volunteers.
- Utilize specific software for daily program needs. (see necessary skills)
- Work with Communications Coordinator to ensure department information is accurate on websites and social media, meeting notices and all communications sent from department.
- May write advertising content for marketing initiatives and design layouts with guidance from Supervisor and Communications Coordinator.
- Events coordination including digital presentation, signage, checklists, invitations and other communications, venue setup and other necessary items. May be required to work some after hour events.
- Maintain files in an orderly manner in compliance with Chamber Records Retention Policy. Assist in maintaining all databases for electronic and/or mail distribution.
- Performs duties such as answering telephones, word processing, preparing mailings, making copies and assembling informational packets, sort mail, prepare outgoing correspondence and operate office equipment including computer, copy machine, fax machine and postage meter.
- Lifts, carries, pushes and/or pulls objects and materials of light weight (5-25 lbs) when required. Errands by vehicle when directed.
- Assist in keeping workroom orderly on a daily basis.
- Attends and works various Chamber special event when approved by Supervisor for other department VPs or President.

- Work within budgetary restraints and in all matters strive to improve the Chamber's financial status while executing assigned tasks in an efficient manner. Follow all Chamber policies and procedures. Keep Supervisor fully informed of the status of all projects, activities and programs.
- Any other duties as directed by Supervisor.

Necessary Skills:

- Self-starter with a high level of customer service.
- Highly organized and attentive to detail. Able to prioritize and complete multiple tasks in an efficient and effective manner.
- Excellent verbal and written communication skills.
- Ability to handle issues under pressure.
- Ability to meet deadlines.
- Experience with Microsoft Office Suite (Outlook, Excel, PowerPoint, Word and Publisher) as well as WordPress, MailChimp, CMS and CRM systems and Adobe Creative Suite (Photoshop, Illustrator and InDesign).
- Must be able to responsibly use Internet, e-mail and social media platforms.
- Assist other Chamber personnel as directed.
- Present a neat and professional appearance.
- Understanding and knowledge of social media practices and methodology.
- Versatile, able to perform a variety of tasks