



Our Mission:
We **inspire, connect, and educate** a vibrant,
diverse network of individuals who will **provide leadership**
to **transform and strengthen** our Greater Rochester Region.

*You love community.
You have high personal and professional standards.
You appreciate the importance of community-focused education and connection.
Maybe this position is for you...*

Job Description: Program Coordinator

Full-time (Benefits Eligible)

Part-time 20 hours per week may be considered for select candidates.

Reports to: Executive Director

Location: Hybrid, Rochester NY

Leadership Rochester Organization

Leadership Rochester provides community leadership and civic education to community members who share a desire to strengthen Greater Rochester. Established in 1991, LR is small nonprofit with broad connection to the community. Our mission is to inspire, connect, and educate a vibrant, diverse network of individuals who will provide leadership to transform and strengthen our Greater Rochester Region. This is a very small nonprofit where the Director and Coordinator work closely in partnership to execute the mission.

Educational Programs

Leadership Rochester's Signature Leadership Program helps area professionals learn about different community systems including the K-12 education system, healthcare, human services, diversity, the justice system, economic development and more. Members connect with and learn directly from local leaders at the forefront of these issues. Classes are held at different venues around Rochester, helping to expose individuals to many areas of our city. Participants engage in site visits and excursions that add deeper experiential education opportunities. These include jail visits, police ride-alongs, court visits, and more. We help participants understand our community more deeply enabling them to be more effective in their own efforts to strengthen our community. This coordinator plays a key role for this program.

Leadership Rochester's high school program is modeled after the adult program. It is shorter in duration offered one evening a week for 6-8 weeks usually 2-3 times per year. The program draws 15-25 students from different school districts across our region and brings them together to learn about our community of Rochester. They meet with local leaders, visit key sites, and develop their own personal leadership skills. Other programs are under development.

Position Summary

In active partnership with the Executive Director, this individual will coordinate educational and alumni events/programs. This includes creating, organizing, and supporting events and educational programs. Organizing and working with multiple volunteer committees who help design and support our programs. Drafting external communications sent on behalf of the organization to participants, volunteers, community members. Assist securing and supporting program sponsors, community partners, and supporters. Will help write and design newsletter, social media, program materials, and marketing materials as needed. May occasionally act as lead at program days greeting speakers and connecting with class members. This individual is expected to maintain confidentiality and to practice discretion as directed.

Leadership Rochester provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Responsibilities:

- Support planning and execution of educational and organizational programs and events.
- Coordinate committee/group meetings for active planning committees, boards, director etc.
- Communicate with monthly program speakers, guests, alumni, sponsors, and class participants.
- Prepare for and assist at program days and events, including preparation of materials, setup, logistics, catering, organizing team field visits etc.
- Supports the annual nomination, interview, and recruitment process for program participants.
- Actively input and update contact information in CRM/database, track committee members, etc.
- Assist in publication e-newsletter, printed program and marketing materials as needed.
- Update text on website as needed.
- Provides limited administrative support to the Executive Director.
- May assist cataloging and entering monthly receipts into QuickBooks.

Characteristics Required:

The ideal person for this position

- Hard working and committed to success for themselves and the organization.
- Self-Motivated professional with a commitment to the success of our local community. Shares a desire to listen and learn from the community in which we work and serve.
- Interest in the mission and vision of Leadership Rochester.
- Commitment to Diversity, Equity, and Inclusion practices that can help strengthen our Community of Greater Rochester and the Finger Lakes.

Skills Required:

- Very Strong written and verbal business communication skills and experience.
- Is a self-starter, technologically savvy, and comfortable working in a small team environment.
- Highly Skilled at Microsoft Office suite including Word, Excel, and Outlook
- Experience with Google Suite including GCalendar, Gmail, Google Forms; Willingness to Learn
- Experience with virtual meeting software such as Zoom etc.
- Comfort scheduling meetings and communications with diverse external constituents.
- Comfort writing e-newsletter articles and basic website updates (programming not required)

- Attendance at all monthly educational program days required. Generally held one Friday a month and occasional Thursdays Sept-June. (Subject to change) Dates are posted on our website under programs. These select days generally require working 7 am – 5:30 pm.
- Attendance at limited evening events, including graduation, alumni events, and high school program evenings.
- Ability to lift-up to 50 lbs. and help setup at event venues. *(If a candidate's disability status prevents them from fulfilling this requirement, they may still apply and will be considered.)*

Skills Preferred:

- Canva or other graphic design software for light design work.
- WordPress experience helpful.
- CRM / Database experience helpful.
- Knowledge of QuickBooks or willingness to learn.
- Training, teambuilding, or leadership development experience helpful.

Expectations and Compensation

Wage \$18.00 – 20.00 /hr. **Non-Exempt**

Location: **Hybrid or In-Person, Rochester NY**

This is a true hybrid position – not fully remote.

Minimum expectation of 60% (3 days) on site weekly.

Candidate may work 100% in office if desired.

Physical programming, events and office located in Rochester, Monroe County New York.

Schedule:

Business hours 8:00 – 5:00 pm

Hours may flex for events and educational programs.

Schedule is flexible to accommodate a great candidate.

To Inquire or Apply:

Please send a letter of interest and resume to Gwen Van Laeken, Executive Director at

Gwen@LeadershipRochester.org