

Adult Collaborative Program Coordinator

About Us

Leadership Clinton is a unique community leadership opportunity designed to enhance the development of existing & future leaders for Clinton County. The Leadership Clinton Youth Collaborative (LCYC) began as a 1995 Leadership Clinton class project to bring 4 sophomores or juniors from each of the school districts in Clinton County together to build leadership skills and instill a sense of community, service, and teamwork.

Mission: To develop, inspire, and connect people today to shape our tomorrow.

Purpose: To offer existing and emerging leaders an understanding of issues and opportunities facing Clinton County and the region and an opportunity to become more involved for the benefit of all.

Goals: To develop informed, civic-oriented youth interested in the future of Clinton County. Offer an understanding of issues & opportunities currently facing Clinton County and improve community engagement & identify service opportunities. As well as prepare youth for leadership roles in varied community & civic organizations.

About the Role

We are looking for a 'Program Coordinator' to lead our adult leadership classes, fundraising efforts, as well as public outreach ensuring they are completed in a timely manner and within budget while upholding the mission and purpose of our organization.

Responsibilities

- Recruiting and invoicing adult class participants and participant sponsorships
- Develop curricula, events, and schedules for Adult Class days including obtaining sponsorships, meals, agenda, speakers, arranging site visits, media releases, and all other necessary tasks associated with the day
- Ensure accuracy and record keeping of all Adult Class forms and documentation
- Assist with classes' community enhancement team projects
- Coordinate Adult Class graduation including invitations, speakers, venue, sponsorships, menu, and all other necessary tasks associated with the event
- Coordinate Adult class 'opening retreat' including invitations, speakers, venue, sponsorships, menu and all other necessary tasks associated with the event
- Participation and support of all Board Committees
- Work directly with Clinton County Leadership Institute Youth Program Coordinator to coordinate events, meetings, office hours, and communication.
- Assist with coordination of Board Annual meeting and Board retreat with Clinton County Leadership Institute (CCLI) Youth Program Coordinator including invitations, speakers, venue, sponsorships, menu and all other necessary tasks associated with the event
- Keep regular office hours to meet with CCLI Youth Program Coordinator, class participants, school officials, families and Board members as well as answer emails, phone call and voicemails
- Work with CCLI Youth Program Coordinator to pay all invoices and monthly bookkeeping
- Attend all monthly Board meetings and report on all Adult Program happenings

- Assist with coordination of Board Fundraisers including but not limited to Dinner In The Fields and Corn Festival with committees including sponsorships, menu, set up, tear down, ticket sales advertising, ordering of materials and supplies, arranging volunteers, arranging the donation of desserts for the pie auction fundraiser and all other necessary tasks associated with the event
- Advertising and keeping all social media accounts relevant and current
- Participate in annual review completed by Board president

Location and Commitment

- Part time contracted position with 40 hours +/- per month
- This is a contract labor agreement with no benefits and no withholdings of payroll taxes
- Pay is received in the amount of \$1,000 on the second Thursday of each month
- Incentive pay based on board approved incentive schedule will be paid out within 30 days of receipt of documentation by the board president
- Regular office hour located at 2333 Rombach Avenue, Wilmington, Ohio 45177
- Locations throughout Clinton County for class days and events

Candidate Requirements

- Hold a high school diploma OR two / four-year college degree (preferred)
- Have completed the Clinton County Leadership Institute program (preferred but not required)
- Ability to speak publicly to groups of all sizes
- Excellent verbal and written communication skills
- Ability to listen and communicate on the phone, social media, e-mail, in articles, and news releases
- Ability to listen and communicate in large and small groups
- Ability to work as a team player
- Ability to travel independently throughout the community
- Maintain professionalism and represent the Clinton County Leadership Institute in a favorable light
- Must be detail oriented, ability to complete reports and all paperwork efficiently, accurately, and in a timely manner
- Work well independently and as a team member cooperating with other staff, general public, customers and vendors
- Able to work with little direct supervision but can accept supervision and direction with positive attitude
- Ability to analyze situations and to exercise independent and decisive judgements