

Program Coordinator, Young Professionals of Wichita - Wichita, KS

The Young Professionals of Wichita is offering an excellent opportunity for a recent college graduate with a passion for Wichita, the advancement of young and talented professionals, and to make a difference in our region by providing stellar, hands-on leadership in the role of Program Coordinator.

The Program Coordinator is responsible for maintaining high-quality programs and events – whether existing or new – by collaborating with and guiding teams of fellow young professional volunteers. From 12-person casual meals to 200-person mingles, from one-day leadership summits to seven-week leadership academies, the events provide you the opportunity to gain experience in leading a wide variety of events and programs.

As our program coordinator, you'll be “the one” when it comes to everything team, program and event related. Working with up to 150 volunteers, you'll provide inspiration, guidance, and accountability to the passionate YP volunteers who drive the programming and events we provide to our members. You'll then work closely with our staff team to ensure proper marketing of events and programs for maximum success.

Some of the key responsibilities of this position include the following:

- Work with volunteers to implement and evaluate programs and events that maximize available resources
- Build relationships with volunteers, investors, members, and other staff
- Present effectively about YPW, its programs, and the importance of young talent in the community to a wide variety of audiences
- Learn and teach new technologies to staff and volunteers
- Use graphic design software including Photoshop and InDesign to assist marketing team when possible

A little about you...

As our ideal candidate, your strengths may include having a keen eye for details in event planning, asking questions to guide others in decision making, communicating with enthusiasm in writing and in person, developing relationships with people in a variety of roles, facilitating difficult conversations between peers, and being flexible in your approach to getting work done. You will also have the ability to work a flexible schedule, with multiple team meetings and events that last until 7 p.m. or later some weeks.

A little about us...

Young Professionals of Wichita is an affiliate of the Wichita Metro Chamber of Commerce dedicated to making connections for YPs in the Wichita region. Our mission is to attract, engage and retain diverse young talent to effect positive change for a brighter future. By joining our team, you'll gain access to top community leaders from politicians to company CEOs and Owners to nonprofit executives. You'll gain knowledge about the Wichita community and become your friends' go-to source for everything Wichita. And you'll gain opportunities for professional development through YPW's programs, the Chamber's programs, and community partners. To learn more about us, go to <http://www.ypwichita.org>.

This is a full-time, non-exempt position, with competitive pay and benefits. To apply, please send your resume and cover letter to mdolezal@wichitachamber.org, using the subject “YPW APPLICANT”. Be sure to include at least one reason why #ILoveWichita. This position will be open until November 15 at the latest. Applications will be reviewed on an as-submitted basis. For best consideration, please apply early.

Job Type: Full-time

Job Location: Wichita, KS 67202

Required education: Bachelor's or equivalent experience

Required experience: 1-3 years program, event, and/or volunteer management, inclusive of internship, volunteer, or student leadership opportunities

Reports to: YPW Executive Director