



A COMMUNITY OF
YOUNG PROFESSIONALS

POSITION TITLE: Program Coordinator, W

REPORTS TO: Director, W

PRINCIPAL RESPONSIBILITIES:

The Program Coordinator plays a key role in the success of W. The individual will need to build strong relationships with the W Director, volunteers, members, investors, and other Chamber staff. A majority of the person's time will be spent on coaching volunteers to produce and evaluate high-quality events and programs. He or she will be responsible for accomplishing daily administrative tasks with minimal supervision.

Duties include but will not be limited to the following:

1. Manage and coach W volunteers. Support includes but is not limited to:
 - a. Recruit and train new volunteers.
 - b. Coach team leaders; identify and develop new leaders for additional roles.
 - c. Establish team objectives and goals to ensure alignment with W mission.
 - d. Evaluate team performance to ensure goals are met in a timely and effective manner.
 - e. Act as point of contact for project management software and educate volunteers on how to use the software.
 - f. Communicate regularly with all volunteers.
2. Oversee event and program management for W. Support includes but is not limited to:
 - a. Coordinate with Board of Trustees Volunteer Representative and team leaders to develop and approve new events and programs.
 - b. Coordinate team events with team leaders to ensure event quality.
 - c. Develop a budget for each event that is approved by Director and outlines projected expense and potential revenues to offset expenses.
 - d. Update event registrations as received.
 - e. Ensure appropriate and professional sponsor recognition for W events and programs in collaboration with Director.
 - f. Track and manage scorecard information within database for event registration, event attendance, and membership growth and retention.
 - g. Answer questions and field requests from community partners related to events/programs; direct those inquiries to volunteers when appropriate.
 - h. Attend all relevant functions and events, maintaining professional image of W.
3. Support membership and engagement. Duties to include but not be limited to:
 - a. Answer general membership questions.
 - b. Process new member registrations and requests for cancellation.
 - c. Create events in Accrisoft and on website using Wordpress template.
 - d. Generate monthly membership reports and follow up on past due memberships.
 - e. Track and analyze data related to: membership growth, event attendance, member engagement.
4. Provide back-up support to W Director and support staff on marketing and membership.
5. Successfully carryout all other duties as assigned by Director.

PREFERRED QUALIFICATIONS:

Previous position(s) with any combination of volunteer management and/or events management with one to two years' experience. Bachelor's degree (or equivalent experience) required. The ability and willingness to work a flexible schedule is required (one to four meetings or events per week - typically until 7 p.m., occasionally later - and infrequent events prior to 8 a.m.).

Previous accomplishments should demonstrate the ability to do the following:

- Work with volunteers to implement and evaluate programs/events
- Build relationships with volunteers, investors, members, and other staff
- Oversee program implementation within tight budget constraints
- Present effectively in front of a wide variety of audiences
- Learn and teach new technologies to staff and volunteers, i.e., Slack and Podio
- Use graphic design software including Photoshop and InDesign, preferred
- Apply for and oversee execution of grant funding, preferred

Desired competencies:

- Highly detail oriented with strong organizational abilities
- Exceptional time management and project management skills
- Superior written and oral communication skills across all media
- Ability to facilitate conversation between differing personalities and manage conflict well
- Desire for a highly varied, entrepreneurial work environment
- Interest in current affairs, particularly related to the Wichita Metro area
- Ability to represent W to varying levels of community stakeholders: entry-level to CEO

COMPENSATION

This is an overtime-eligible, hourly position, with the anticipated compensation dependent on experience, qualifications, ongoing performance, and actual hours worked. Other benefits are available based on the Chamber's employee benefits plan and can be further explained during the interview process, as necessary. The Wichita Regional Chamber of Commerce is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristics protected by federal, state, or local laws.

To apply submit your resume, cover letter, and references to wyoungpros@wichitachamber.org using the subject line W Program Coordinator Applicant. Additionally, in your email please include one reason why you love Wichita.

To be considered for the role of Program Coordinator your application must be submitted by September 8.