

POSITION DESCRIPTION

POSITION TITLE: Program Administrator

DEPARTMENT: Administration

SUPERVISOR'S TITLE: Executive Director

FLSA STATUS: Non-Exempt

POSITION PURPOSE

The program administrator is primarily responsible for the preparation, coordination, and communication for the Youth Leadership Hendricks County (YLHC) program; as well as logistics and communication regarding all other Leadership Hendricks County programs and special events. This full time position works closely with the executive director to implement the LHC mission, goals and objectives to ensure LHC maintains status as an elite leadership program.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. The organization will make reasonable accommodations to enable individuals with disabilities to perform these functions.

ESSENTIAL FUNCTIONS

- Coordinate all program (LHC, YLHC, LDS) and special event logistics and communication including but not limited to facility usage, transportation, speakers, lunches, snacks, program day evaluations, library book usage, and speaker thank you notes.
- Schedule and attend all program day sessions and special events.
- Assist with program application process and program communication.
- Maintain and update website and social media outlets.
- Maintain photo library.
- Coordinate and distribute monthly e-newsletter.
- Manage curriculum for YLHC classes and collect input from executive director and volunteer adult mentors.
- Coordinate and assign YLHC class day responsibilities and provide necessary communication pre and post class.
- Prepare accounts receivable and payable as requested by executive director, including bank deposits, invoices, and writing timely acknowledgement letters to donors.
- Maintain and keep data up-to-date in contact database. Assist with all mailings and other communications in support of fund raising efforts.
- Coordinate all special events by overseeing all preparation including establishing planning committees, maintaining registration lists, overseeing the day of event agenda, expense revenue tracking, volunteer coordination and all post event reports as needed.
- Assist executive director in managing adult LHC program as directed and attend committee meetings as needed.
- Assist executive director in managing the Leadership Development Series (LDS) as directed.

OTHER FUNCTIONS

- Track office supplies, order and replenish as needed.
- Maintain storage areas for organization and safety.
- Acquire class day materials and snack items.
- Respond to general information inquiries.
- Attend community meetings when requested by executive director.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervises volunteers as needed.
- Proposes, implements, and ensures compliance with organization policies and procedures.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual should have an equivalent of the following education and/or experience.

- Bachelor's degree in English, public relations, business, nonprofit management or other related field preferred or equivalent experience.
- One to two years of customer relations and Microsoft office experience is required.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.

Technical/ Computer/ Office Equipment

- Proficiency using a computer, including advanced proficiency with the Microsoft Office programs Word and Excel, the internet, spreadsheets and databases.
- Ability to operate office equipment, including printers, copiers, fax machines, calculator and phones.
- Ability to prepare records, letters, reports and other formal documents.
- Ability to process data.
- Ability to use and create spreadsheets, databases and other software applications.
- Ability to operate a camera and accurately photograph events.

Communication and Relationship Skills

- Above average verbal and written communication skills including the ability to describe and explain concepts.
- Above average presentation skills.
- Ability to negotiate with, motivate and persuade others.
- Ability to communicate to various groups of people.
- Maintains confidentiality and uses discretion regarding organizational information.

Analytical and Judgment Skills

- Strong decision-making and problem-solving abilities, including the ability to make judgments based on interpretation of information, when others' opinions may be in conflict, and to know when to seek assistance.
- Ability to make informed decisions efficiently and effectively.

Planning and Organizational Skills

- Ability to prioritize, organize and manage tasks and time effectively.
- Ability to consistently meet deadlines.
- Above average project management ability.
- Ability to make meeting/conference arrangements.
- Ability to work efficiently in conjunction with other offices or organizations.

Financial Skills

- Ability to track and control revenues.
- Ability to purchase equipment, supplies and materials that are high quality and cost effective.
- Ability to collect cash/ checks and other valuables
- Ability to perform basic and advanced mathematical computations including fractions, percentages, and ratios.
- Ability to check and verify financial documents.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The environmental and physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Ability to work in a deadline oriented office environment on a flexible work schedule.

- Ability to sit for extended periods and operate computer work station.
- Ability to work independently with minimal supervision.
- Ability to interpret policies and take appropriate action on such.
- Ability to sit and stand for periods of time and to move intermittently throughout the workday in fast paced environments.
- Work performed is reviewed and checked on a regular basis.
- Ability to be exposed to noise, inclement weather, and extreme temperatures.
- Strong sensory skills, such as good hearing, dexterity, feeling, and good eyesight, including the use of color perception.
- Ability to speak clearly.
- Ability to interact frequently with others, both in person and through phone, e-mail, and written correspondence.
- Ability to push/pull, lift, move, and carry up to 30 pounds.
- Ability to travel overnight and within the state approximately 10% of the time.

I have read the job description and understand the qualifications and responsibilities of this position.

Signature

Date