

Program Associate

Department / Classification: Associate – Exempt

Job Purpose: *Coordinate the processes and logistics for KLC Programs. Serve as liaison between program participants, (Custom Fit, YLE delivery team, Teaching Leadership and Lead for Change Programs) faculty, coaches and KLC staff.*

Job Responsibilities:

- Your Leadership Edge and Custom Fit
 - Schedule and manage webinar logistics.
 - Create and develop timelines for work flow, programs, assigned projects and track progress.
 - Serve on planning team for KLC Programs, working closely with the faculty and/or initiative team to plan and deliver program sessions.
 - Coordinate the schedule and logistics for Custom Fit and YLE programming and other functions related to these initiatives, keeping all Team Members informed.
 - Communicate with program participants prior to the programs to relay relevant information and pre-work assignments and afterwards for follow up and evaluation.
 - Monitor and update KLC data base systems to ensure participant and program information is up-to-date and provide necessary reports.
 - Serve on-site during program sessions and be available to participate in faculty meetings, program debriefing, and aid with all participant and faculty needs ~~that may arise~~.
 - Act as point person on projects assigned by the Director of Business Development and Dir. Of Programs
 - Assist in coordinating work flow.
 - Help to identify and innovate new processes to streamline programs.
 - Serve as back up to the Front Office/Event Associate and Event/Meeting Coordinator as needed.
 - *Coordinate the intern program including the selection process and onboarding.*
 - *Serve as the lead mentor for the intern program coordinating their day to day activities. (These assigned to one particular Program Associate)*

Qualifications:

- Degree and/or work experience commensurate to assisting managers. Degree or experience connected to Business not required but preferred.
- Excellent communication skills sufficient to express ideas and agreements concisely and persuasively, both verbally and in writing, to a variety of constituencies.
- Demonstrated interpersonal, decision-making, time management and organization skills.
- Attention to detail and high level of accuracy.
- Highly proficient in Microsoft Office applications, database management and internet applications.
- Ability to work in a team-based, highly collaborative environment.
- Ability to get along with a diverse group of co-workers, participants and constituents.
- Open to many perspectives, avoiding intellectual arrogance, ideology and rigidity.

Salary negotiable based on experience.