



Associate for Business Initiatives

Classification:	<i>Full-Time, Non-Exempt</i>
Job Title:	<i>Associate for Business Initiatives</i>
Supervisor:	<i>Chief Business Officer</i>
Job Purpose:	<i>Responsible for providing administrative and logistical support to the business development department and for custom programs and events hosted virtually and at the Kansas Leadership Center Conference Center.</i>

Who we are looking for:

This opportunity is for a detail-oriented, self-starter who has great customer service and communication skills as well as experience with project management. In addition to being organized, flexible and a team-player this individual should:

- Be confident in their abilities but always looking to learn more
- Have passion for creating healthier Kansas communities and/or a desire to embody the ideas taught by the Kansas Leadership Center

Job Responsibilities:

- Support business development and business operations departments with logistical and administrative tasks, including scheduling appointments, follow up correspondence and inputting of information into tracking software
- Coordinate mailing of promotional materials as needed
- Assist team with proposal information
- Coordinate requests for speakers, including responding to inquiries, securing speakers and follow up as needed
- Provide administrative and logistical support for custom programs to ensure excellence in program delivery and participant experience
- Work with custom fit team to understand scope of customized offering
- Coordinate with outside partners as needed to provide pre-program logistical information, collect participant information, and ensure in-program needs are met
- Coordinate the ordering and printing of customized learning materials
- Coordinate the setup of online learning management pages and pre-program assessments for customized programs
- Coordinate with bookstore to ensure appropriate program material are sent to participants and deliver materials to outside partners as needed
- Coordinate with assigned teachers and/or coaches before, during and after the program as needed
- On-site/online for at least the first hour of each program to ensure a smooth start and be available during the program to ensure all needs are met
- Coordinate with evaluation team to ensure post-program evaluations are set up and administered
- Other duties as assigned

Qualifications:

- A bachelor's degree is preferred but not required



- A minimum of two years of experience in a professional working environment planning and managing projects or events or related training and experience is preferred
- Excellent interpersonal and communication skills sufficient to express ideas both orally and in writing, to a variety of constituencies
- Demonstrates excellent time management and organizational skills
- Deadline oriented with significant attention to detail and process
- Ability to demonstrate a high degree of initiative and willingness to accept responsibility
- Ability to work with a team in a highly collaborative environment
- Ability to manage multiple projects and tasks simultaneously
- Ability to work under pressure to meet deadlines
- Ability to demonstrate a customer service attitude
- Flexibility with work schedule
- Highly proficient in Microsoft Office, project management and internet applications
- A professional and positive attitude

Physical Requirements:

- Ability to focus for sustained periods
- Ability to use computer and telephone
- Ability to perform repetitive wrist/hand/finger movement
- Ability to occasionally move objects up to 15 pounds

Interested applicants should submit a cover letter, resume and at least two professional references to Wendy Pollman, HR representative, at hr@kansasleadershipcenter.org.

Kansas Leadership Center is proud to be an equal opportunity employer.

March 2021