



Program Associate

Department/Classification:	<i>Operations – Full-Time, Non-Exempt</i>
Job Title:	<i>Program Associate</i>
Supervisor:	<i>Director of Custom Programs</i>
Job Purpose:	<i>The Program Associate is responsible for providing administrative and logistical support for custom programs and business development processes at the Kansas Leadership 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 deadline-oriented
- Be confident in their abilities but always looking to learn more
- Have a passion for creating healthier Kansas communities and/or a desire to embody the ideas taught by the Kansas Leadership Center

Job Responsibilities:

- Serve as a member of the Custom Fit team, providing administrative and logistical support by scheduling internal meetings for the team as well as scheduling pre-program meetings with contractors to prepare for upcoming custom programs
- Manage program registration, participant communication, pre-program assessments and other logistics for programs and events as assigned, virtually and in-person
- Provide basic technical and administrative support for virtual programs utilizing Zoom and Microsoft Teams platforms
- Coordinate with outside partners as needed to provide pre-program logistical information, collect participant information, and ensure in-program needs are met
- Review, assess, and assist with administering program evaluations to inform continual improvement in the delivery of programs
- Maintain registration database with up-to-date contact information including data entry
- Track participant data particularly as they relate to KLC's yearly goals
- Coordinate with Event Manager to ensure event needs are met, including lobby and classroom set-up/clean up
- Other duties as assigned

Qualifications/Professional Skills Required:

- A bachelor's degree is preferred but not required
- A minimum of two years of experience in a professional working environment providing administrative and project management support 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
- Flexibility with work schedule
- Highly proficient in Microsoft Office, project management and internet applications
- Ability to demonstrate 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

Compensation and Benefits:

- Competitive salary and benefits package. Salary determined by candidate's level of experience in the field.
- Insurance and benefits in addition to salary:
 - Retirement plan
 - Health, dental and vision insurance
 - Disability insurance
 - Life insurance
 - Flexible spending account
 - Paid time off

To apply to join our team, send a cover letter, resume and at least two professional references to Wendy Pollman at HR@kansasleadershipcenter.org. For specific questions about salary and benefits please contact Wendy Pollman.

*Applications will be reviewed immediately and considered on a rolling basis until the position is filled. Priority will be given to those who apply by **Wednesday, August 3.***

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

Updated July 2022