



Program Associate (Civic Engagement)

Classification: *Full-Time, Non-Exempt*

Job Title: *Program Associate*

Supervisor: *Director of Community Partnerships*

Job Purpose: *The Program Associate is responsible for supporting activities and projects within the Civic Engagement initiative. This position will include managing logistical tasks for programs, events and initiatives, inputting/tracking data, customer service, relationship management and administration support.*

Travel Requirements: *Periodic travel may be required for training or business purposes.*

Who we are looking for:

This opportunity is for a detail-oriented, self-starter who has great relationship building skills, customer service attitude, excellent 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:

- Serve as a member of the Civic Engagement, Events and Technology teams, providing support for programs, events, and initiatives to ensure excellence in delivery and participant experience
- Work closely with appropriate directors to support efforts including but not limited to elected and appointed officials, community leadership programs, custom civic engagement offerings, and other special projects
- Manage relationships with our partners across initiatives
- Manage the registration, participant communication and logistics for programs, events and initiatives as assigned, virtually and in-person
- Maintain database with up-to-date contact information for event and initiative participants
- Track participant data, particularly as they relate to KLC's yearly goals and civic engagement efforts
- Assist with logistical needs related to in-person programs and events, including reception support and event setup/tear down as needed
- Assist with staffing the front desk/reception desk as needed
- Other duties as assigned

Qualifications:

- A bachelor's degree is preferred but not required
- Two years of experience in a professional working environment planning and managing events or related training and experience is preferred



- Proven interpersonal and communication skills sufficient to express ideas both orally and in writing, to a variety of constituencies
- Proven time management and organizational skills with significant attention to detail and process
- Proven ability to demonstrate a high degree of initiative and willingness to accept responsibility
- Demonstrated ability to work with a team in a highly collaborative environment
- Demonstrated ability to manage multiple projects and tasks simultaneously
- Demonstrated ability to successfully work under pressure to meet deadlines
- A professional and positive attitude
- Flexibility with work schedule
- Demonstrated proficiency in Microsoft Office applications or similar software with the ability to learn new or updated software

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.
- Insurance and benefits in addition to salary:
 - Retirement plan
 - Health, dental and vision insurance
 - Disability insurance
 - Life insurance
 - Flexible spending account
 - Paid time off

Application Process:

Interested applicants should submit a cover letter, resume and at least two professional references to Wendy Pollman, HR Representative, 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 **November 27, 2022**.*

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