



Program Technology Associate

- Classification:** *Full-time, Non-Exempt*
- Job Title:** *Program Technology Associate*
- Supervisor:** *Director of Virtual Learning and Engagement*
- Job Purpose:** *The Program Technology Associate is responsible for providing technology support of virtual and in-person programs and events, with a particular focus on Custom Programs. This role will assist the Director of Virtual Learning and Engagement with technology innovations, management of KLC's curriculum inventory and logistical support of the KLC online bookstore and other virtual learning platforms.*
- 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 customer service and communication skills as well as experience with both in-person and online learning technology support and project management. The ideal candidate has experience using technology to enhance learning experiences and an interest in learning new technology and platforms. 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 Technology Team, providing technology support for various programs, events, and initiatives to ensure excellence in delivery and participant experience
- Provide dedicated technology support for virtual programs and events utilizing Zoom, Microsoft Teams, and other platforms
- Provide technology support for in-person events, including set up and management of audio and video, live streaming, and hybrid events
- Assist with the management and updating of Learning Management Pages & web descriptions for KLC programs
- Assist with monitoring inventory of KLC curriculum materials and sales through the KLC online store, provide reports and ship books and materials as needed
- Assist with logistical needs related to in-person programs and events, including reception support and event setup/tear down as needed
- Assist with training of staff and teaching team on an array of technology for online and in-person events
- 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 work with online and in-person event technology 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
- Demonstrated proficiency in Microsoft Office applications or similar software with the ability to learn new or updated software
- Deadline oriented 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

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.