



Program Associate

Classification:	<i>Full-Time, Hourly, Non-Exempt</i>
Department:	<i>Civic Leadership Development Programs</i>
Work Modality:	<i>In-person, onsite</i>
Reports to:	<i>Director of Programs</i>
Travel Requirements:	<i>Period travel may be required for training or business purposes.</i>
Job Purpose:	<i>Responsible for providing administrative, logistical, and technical support for programs, activities, and events hosted virtually and in-person at the Kansas Leadership Center. This position will include managing logistical tasks for programs, inputting/tracking data, front-desk/reception, and administration support across the Civic Leadership Development unit.</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 and a team-player this individual should:

- 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.
- Have a flexible and positive mindset, with the ability to change course and adapt to changing environments and work processes.

Job Responsibilities:

- Serve as a member of the Programs Team, providing support for various programs, events, and initiatives to ensure excellence in delivery and participant experience.
- Work closely with appropriate directors and teams to support efforts including but not limited to KLC Core and Custom Programs, Leadership Transformation Grants, Community Leadership Programs, Civic Engagement offerings and other special projects.
- Manage event registration, participant communication and logistics for programs, events and initiatives as assigned, virtually and in-person.
- Provide basic technical and administrative support for KLC programs utilizing virtual platforms.
- Maintain database with up-to-date contact information for event and initiative participants.
- Track participant data, particularly as they relate to KLC's annual goals.
- Coordinate with Event Operations Manager to ensure event and program needs are met, to include event setup/tear down as needed.
- Assist with staffing the front desk/reception area, welcome guests and direct to appropriate meeting space, answer main phone line, distribute mail, etc.
- Maintain participant and staff break areas, ensuring supplies are stocked, dishwasher is unloaded weekly, and snacks and coffee are available.
- Assist with catering and refreshment set-up for in-person gatherings as needed.
- Assist with special projects as needed.
- Perform other related and/or alternate duties as assigned, including supporting other departments as needed.



Preferred Skills and 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 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.
- Demonstrated time management and organizational skills.
- 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 independently and 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.
- Ability to receive feedback and have a growth mindset.
- Demonstrated proficiency in Microsoft Office applications or similar software with the ability to learn new or updated software.
- Demonstrated experience hosting virtual engagements via Zoom.
- Flexibility with work schedule.
- 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.
- 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.

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