

Women Lead Change Quad Cities Program Coordinator Job Description

Position Title: Quad Cities Regional Manager

Hours: Part-Time

Reports to: Director of Operations

Position Summary: The Program Coordinator is responsible for the essential duties and responsible below, and provides organizational support to the Director of Operations and broader organization as required. This person is mission-driven, organized, works independently to meet deadlines in a fast paced environment.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are typical for this position. Other duties may be required and assigned.

- Program Oversight: working with steering committees, staff and other volunteers to oversee and develop high quality programs in the region such as special events, conferences, Women Connect, and other affiliates.
- Staff Liaison Quad Cities Women Connect: Responsible for recruitment of members, running monthly meetings, working with the advisory council to produce monthly programming, all correspondence and organization of the group.
- Sponsor Relationships Management: Responsible for cultivation and maintenance of sponsor relationships and achieving annual sponsorship goals.
- Public Relations/Marketing: Act as WLC liaison between organization leadership, affiliates and external interests and offer input on opportunities to best market regional events and organization.
- Committee Relations: Primary point of contact and ensure positive relationship with the Committee. Identify and expand leadership and volunteer bases.
- Promotes a team concept by being respectful, inclusive, helpful and supportive.
- Complies with all WLC policies and procedures.
- Performs all other duties as assigned.

Qualifications

- Experience in communications, fundraising, program/project management and/or community relations
- Organization of workload, schedule, and programs
- Familiarity with designated region
- Knowledge and experience with social media platforms
- Excellent verbal and written communication skills
- Willingness to solicit financial support from sponsors

Additional Requirements

Ability to travel and work some nights and weekends as necessary

Please send resume, cover letter and references to info@wlcglobal.org