

**Job Title:** Program Coordinator  
**Reports To:** Executive Director  
**Department :** Countywide Strategic Plan  
**FLSA Status:** Non-Exempt

**Open Date:** March 9, 2017  
**Resume Due Date:** March 24, 2017  
**Submit To:** Jobs.csp@laedc.org

### Summary:

Use your strong program coordinating skills to promote social change! More than 500 Los Angeles stakeholders representing business, government, nonprofits, labor, education and community organizations helped to develop seven “big goals” for 2016-2020 that will make our region a better place to live, with better paying jobs, and more prosperity for all of our residents. Here is a link to the Strategic Plan that includes these goals: <http://laedc.org/strategicplan/> Now the time has come to implement these goals, and we are hiring a team to work with community organizations in this implementation, which will include tracking progress with metrics; communicating successes via a new website and a variety of communications tools; and meeting with many Los Angeles leaders and organizations who will be involved in this process. If you are interested, please submit your resume by 5 PM March 24, 2017.

### Duties

- Staff and coordinate logistics for meetings of Strategic Plan partners, including the following responsibilities: meeting location and host identification; meeting refreshments and billing management; meeting agenda development; meeting invitation, follow-up, attendance and day-of check-in; meeting facilitation, as appropriate; meeting minutes; and meeting action items, next steps follow up; etc. Maintain and update a database of all Strategic Plan partners and their representatives, including email lists through Constant Contacts, and as needed, prepare group emails to all or sub-groups of partners of Strategic Plan related to Plan activities; link them to the Strategic Plan website and social media platforms
- Prepare PowerPoint and or Prezi presentations for the Executive Director; assist the Executive Director with special projects; prepare correspondence
- Prepare reports to funding organizations according to reports schedule
- Assist the Strategic Plan Data Analyst on collecting metrics from various partners for use on the Strategic Plan website and collateral materials
- Assist the Strategic Plan Communications Manager on collecting and developing materials, copy, metrics, and images for use on the website and social media

Continued

### **Competency:**

To perform the job successfully, an individual should demonstrate the following competencies:

**Oral Communication** – Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

**Team Work** – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goal and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments to other team members.

**Written Communication** – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**Planning/Organizing** – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

**Professionalism** – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education/Experience:**

Bachelor's Degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

#### **Language Ability:**

Ability to read, analyze, and interpret general business periodicals. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Word, Excel, E-mail, PowerPoint, and Prezi.