

**POSITION DESCRIPTION FOR**  
**Program & Events Coordinator**  
**LEADERSHIP GEORGIA**

Leadership Georgia seeks **full-time Program & Events Coordinator** to support the state's oldest and most successful leadership organization. Affiliated with the Georgia Chamber of Commerce, Leadership Georgia is a non-profit, non-partisan organization that develops emerging leaders through an annual program that features five Georgia communities. Representing all walks of life, sixty-three participants, along with their spouse/significant others, are chosen to participate each year in the program.

**A. OVERVIEW OF POSITION:** This position implements and executes tasks developed by the Leadership Georgia Manager of Operations which support the overall operations of the Leadership Georgia organization as directed by the Leadership Georgia Board of Trustees. The position reports to the Leadership Georgia Manager of Operations. The position requires some overnight travel.

**B. TRAINING AND EXPERIENCE:** Bachelor's degree is preferred, or equivalent combination of education and experience in event planning, fundraising, budget reconciliation, clerical and management support. Desired knowledge and abilities: verbal and written communication skills (business grammar, spelling, punctuation, proofing and editing); in-depth organizational skills; basic and problem-solving math; office practices and procedures; financial management skills; web-based research; and proficiency in Microsoft Access, Publisher, Excel, and Word.

**C. POSITION RESPONSIBILITIES**

The Program and Event Coordinator will provide support to the Manager of Operations in 2 distinct buckets:

- 1) **Annual Programs and Class:** The position is responsible for implementing the priorities of the Manager of Operations to ensure Leadership Georgia's five annual programs, awards gala, and alumni activities are successful. These duties include, but are not limited to:
  - coordinating mailings, email communications, and filing of required paperwork.
  - Proofreading materials distributed to the class and alumni
  - communicating with vendors, and, sponsors, before, during, and after the program.
  - Tracking and updating budget documents
  - Providing logistical support prior to and on site during each of the programs
  - Assisting in follow up for financial and in-kind contributions to support programs, gala, and other efforts of Leadership Georgia. Assists the successful fundraising and in-kind program support efforts of the organization.
  - Other program support tasks as assigned by the Manager of Operations

**Work Standard:** Executes the above duties in a timely and professional manner while maintaining related records. Maintains effective communications and relationships with the Manager of Operations, Board of Trustees and Program Chairs. Emphasizes accuracy and quality standards. Maintains relationships with personnel involved in event management and program coordination. Keeps Manager of Operations and program team informed of status of projects and events. Manages multiple tasks simultaneously. Monitors and meets deadlines. Involves others as needed.

- 2) **General Operations:** The position is responsible for implementing the priorities of the Manager of Operations to ensure the day-to-day resources, processes, and operations of Leadership Georgia are effectively managed. These duties include, but are not limited to:
  - Assist the Manager of Operations in preparing for Board meetings, which may include packing and loading materials, printing documents, coordinating on-site needs, and communicating with Trustees.
  - Update Leadership Georgia's alumni database and assist in the preparation of data for the annual directory.

- Assist with securing annual alumni dues payments and other revenue generation as directed by the Manager of Operations.
- Assist with development and distribution of Leadership Georgia's newsletter and other printed or emailed materials.
- Draft press releases and communications for the class, Trustees, and alumni for review and approval by the Manager of Operations.
- Maintain a successful working knowledge of the technology employed by Leadership Georgia
- Other operational tasks as assigned.

**Work Standard:** Executes the above duties in a timely and professional manner while maintaining related records. Emphasizes accuracy and quality standards. Communicates regularly with the Manager of Operations to review duties and evaluate performance. Makes recommendations for modifications that could improve performance.

This job allows for remote work; however, attendance at programs, board meetings, and other Leadership Georgia events is required.

To apply: Send resume and cover letter to [jamescmccurry@gmail.com](mailto:jamescmccurry@gmail.com).