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## Program Coordinator

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The Program Coordinator is responsible for providing assistance across all program functions in a busy nonprofit setting. The Program Coordinator works to support the program team and committees to ensure that programs meet the standards and expectations of the membership and help to fulfill the mission of the organization. Outside of the regular workweek, some evenings and weekends are required. **This Position is full time, non-exempt, and reports to the Director of Programs and Community Engagement.**

### Essential Functions:

#### Program Coordination

- Manage catering, logistics and speaker communication for program class days.
- Planning and implementation of recruitment and outreach activities
- Development of program marketing materials and social media strategy
- Functioning as primary liaison with program venues, caterers, speakers and transportation needs
- Manage and oversee the procurement of program materials and supplies
- Preparing and analyzing program evaluations and survey data.
- Coordinate communications and correspondence for current programs
- Support Leadership Tulsa (LT) team with the internal and external communications dedicated to the recruitment efforts of all LT programmatic offerings

#### Other Programs

- Assist as needed with program components ongoing member-related programs and events such as the Leadership Connections Series and Member Exclusives.
- Oversee the logistical implementation needs of all LT programs.

#### General Office & Other

- Learn the organization's database (ETapestry) and be a back-up for managing data flow.
- Know or learn WordPress to help keep the organization website up-to-date.
- Representing Leadership Tulsa at networking and community events.

### **OTHER DUTIES AS ASSIGNED**

### **Qualifications**

Minimum of an associate degree in relevant field; 4 or more years in the workforce with experience in planning and implementing programs and providing logistical support; strong attention to detail; highly organized and creative; ability to prioritize and execute multiple tasks; experience working in a fast-paced environment; high competency of Microsoft Office; previous experience with donor management software a plus. Supports organization's diversity, equity and inclusion objectives and actively engages in communication that respects diverse leaders, organizations and community at large to ensure success of program; ability to demonstrate appreciation of different cultures, backgrounds and experiences. This job requires a high level of internal and external public contact serving as a liaison between Leadership Tulsa and various community stakeholders spanning across public, private and nonprofit sectors. Strong interpersonal skills coupled with highly effective written, verbal communication and technical skills are necessary. Nonprofit experience a plus.