

Leadership Fort Worth

Mission: provide Fort Worth with diverse and enlightened leadership

Position Title: Program & Event Coordinator

Category: Part-time

Direct Supervisor: Executive Director

Indirect Supervisors: Program Directors

Office Location: Work remotely and Leadership Fort Worth's office at WeWork-Clearfork

Organization Summary:

Leadership Fort Worth (LFW) was established in 1972 as a resource for community leadership succession planning, with the first Leadership Class graduating in 1973. The founding organizations were the Fort Worth Chamber of Commerce, Fort Worth Junior League, Texas Christian University, Texas Wesleyan University, and the University of Texas at Arlington. Texas Electric, now Oncor, provided needed in-kind support. LFW graduates total more than 4,000 and are leaders not only in government but a wide variety of volunteer and appointed roles. LFW is among the oldest community leadership development organizations in the country and consists of five programs: LeaderPrime, LeadershipClass, LeadingEdge, LeaderKids, and LeadershipForum. LFW is a proud member of the Association of Leadership Programs (ALP) and was recognized with its Excellence in Innovation award in 2015. It's an exciting time to join LFW under the leadership of its new Executive Director, Jennifer Treviño, who became LFW's third Executive Director in January 2021.

Position Description:

The Program & Event Coordinator (PEC) supports and helps coordinate the planning and logistics of LeadershipClass, LeadingEdge, LeaderKids and LeaderPrime in collaboration with the Program Directors. In addition, this position will work closely with the Executive Director to organize and plan LFW's annual events including LeadershipOutlook (breakfast in the fall), Pull for Leadership (sporting clay event in spring) and LeadershipImpact (our organization's annual meeting) along with alumni events and programs through LeadershipForum.

Job Responsibilities:

Provide program support leading up to and on program and event days including the following activities:

- Identify sites/venues, arrange site visits and actively participate in site visits for programs and events
- Secure bus transportation and organize pick-ups & drop-offs
- Coordinate ordering of food, communication with caterers & other vendors including restaurants
 - Collect and document all meal/food info from participants to communicate with caterers/hosts
- Order name tags/badges for program participants
 - Support attendance tracking for Program Directors
- Order & inventory necessary program supplies such as:
 - LFW branded items for participants (as needed)

- Gifts for speakers (as needed)
- Workbooks and other reading or resource materials
- Activity supplies such as flipcharts, markers, Post-It notes, etc.
- Print handouts & assemble packets or binders as needed
- Collaborate with Program Directors or Operations Manager to develop and administer participant surveys
- Create program participant directories
- Lead room setup/tear down
- Serve as onsite coordinator for all program/event day logistics
- Coordinate AV/tech support at each site
- Greet participants, guests, speakers, etc. as needed
- Prepare and distribute graduation documents, gifts, etc. in partnership with Program Directors
- Partner with the Program Director of Leadership Class to support the Issues Initiatives projects
- Partner with the Program Director of LeaderKids to administer the LK program days and the annual service project including:
 - Be responsible for training on the five leadership practices
 - Coordinate with the TCU mentors
 - Plan leadership training with host locations
 - Partner with the Program Director to plan and implement evaluation processes to assure that students are achieving outcomes
 - Partner with the Program Director to coordinate design and the implementation of service project, including sourcing materials needed for the project
 - Purchase supplies and coordinate delivery for snacks and dinner for LK at each program location
 - Pursue opportunities for LK alumni engagement and involvement
- Partner with the Executive Director to support all annual event committees to ensure fundraising goals are met along with providing a good experience for all attendees

Required Knowledge, Skills, and Abilities

Job Requirements:

- Excellent organization skills
- Ability to manage competing timelines and projects with ease and under pressure
- Professional, service-oriented approach to stakeholder interactions with vendors, venues, program participants, parents, alumni, Board members, donors and the community at-large
- Proficiency in Microsoft Office 365 applications including Word, PowerPoint, Excel
- Bilingual in Spanish (verbal and written) preferred
- Ability to work a flexible schedule including some early mornings, evenings and occasionally on weekends (LFW's general business hours are Monday-Friday, 9:00 am-5:00 pm)

Education and Experience:

- High School Diploma required, college degree in related field preferred.

- Minimum of 3 years related experience required, 5+ years preferred.
- Demonstrated experience with:
 - Program coordination
 - Event planning
 - Nonprofit organizational experience preferred
 - Experience working with youth
 - Project management

Physical Demands:

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. This person must be able to communicate effectively, both orally and in writing, with others. Work is typically performed in an office setting. This person will be required to travel to various locations throughout Fort Worth and Tarrant County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

These physical demands are representative of the physical requirements necessary for a Program & Event Coordinator to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Applications:

Interested candidates should submit a cover letter and resume via email to Jennifer Treviño, Executive Director at jennifer.trevino@leadershipfortworth.org.

Learn more about Leadership Fort Worth by visiting www.leadershipfortworth.org and following us on Facebook, LinkedIn, Instagram, Twitter and YouTube.