



**JOB TITLE**

**Program Coordinator**

**REPORTING TO**

**President and CEO**

### **ABOUT LEADERSHIP KENTUCKY**

The flagship *Leadership Kentucky* program began in 1985 and brings together a select group of people who possess diverse leadership abilities, career accomplishments, and volunteer activities to gain insight into complex issues facing the state. Each year, approximately 50 participants, chosen from throughout the Commonwealth, receive perspective of critical issues impacting Kentucky's employers, communities, and citizens. Through a series of seven monthly, three-day sessions held in various locations in the state, *Leadership Kentucky* participants are educated about the Commonwealth of Kentucky and its challenges.

In 2014, Leadership Kentucky introduced *New Executives to Kentucky*. At this exclusive, invitation-only event, senior-level executives, who have been in Kentucky less than two years, are hosted in Frankfort for a complimentary, one-day political and cultural immersion. Executives talk with Kentucky's current leaders and explore the state's opportunities, needs, and resources while learning about its rich cultural heritage.

Launched in 2017, *ELEVATE Kentucky* offers young professionals in-depth personal and professional development while fostering a better understanding of challenges facing our Commonwealth. *ELEVATE* participants return to their companies with increased skills, knowledge, perspective, and a new statewide professional network. Millennial leaders are better prepared to be catalysts in their companies and communities to *ELEVATE Kentucky*.

In 2019, *BRIGHT Kentucky* was designed to build the capacity of **next-generation leaders** (average age 21-40) in the Appalachian region of Kentucky to innovate, collaborate, and advance community and economic development. In a series of five monthly, three-day sessions, *BRIGHT Kentucky* engages entrepreneurial minds from all sectors and regions to offer non-partisan, ethical leadership training, expanded networks, and mentors designed especially for residents of the 54 Kentucky counties of the Appalachian Regional Commission (ARC).

*Leadership Kentucky* broadens the perspectives of diverse leaders through experiential education that inspires them to advance Kentucky. *Leadership Kentucky* believes that one of the best ways to accomplish this is by bringing together groups of leaders, showcasing all that the Commonwealth has to offer, discussing issues, and connecting with other leaders. Leadership Kentucky graduates serve as important participants in a unified effort to shape Kentucky's future.

### **JOB SUMMARY**

*The Program Coordinator is responsible for all aspects of LKY's flagship program, Leadership Kentucky. This includes developing program sessions, researching topics, coordinating logistics, booking speakers, developing agendas, and assisting with fundraising. The Program Coordinator will also help, as necessary, with the New Executives event and the Annual Alumni Luncheon. The position reports directly to and works closely with the President and CEO.*

### **RESPONSIBILITIES**

Position responsibilities include, but are not limited to:

- ✦ Along with the President and CEO, responsible for researching and planning course content, facilitating, and developing surveys/debriefs on program outcomes and results

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- ✦ Works collaboratively with Leadership Kentucky staff, alumni, and Board of Directors as well as external vendors and speakers to effectively promote and deliver programs in line with Leadership Kentucky's standards and objectives
- ✦ Assists with the selection process for program participants and selection committee members
- ✦ Effectively facilitates programs with teams of participants (e.g., coordinates pre-program communications with participants, identifies and meets with presenters, fosters a high-energy, adult-learning environment, maintains focus, uses appropriate facilitative techniques, solicits input and involvement, etc.)
- ✦ Builds and maintains professional relationships with program partners, business and community leaders, coordinates the flow of programs, on-site vendor relationships, and logistics
- ✦ Monitors resources against budget, using prudence and good judgment. Assists with processing and reconciliation of invoices, contributions, grants, and any necessary fundraising for events
- ✦ Cultivates relationships with participants and members by providing exceptional service and high-quality programs and events
- ✦ Utilizes the organization's prospect/member database and resources to oversee projects
- ✦ As necessary, participates in community activities representing Leadership Kentucky effectively to important external audiences; proactively engages in the community to be knowledgeable of community issues and leaders

**QUALIFICATIONS:**

To perform this job successfully, an employee must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- ✦ Bachelor's degree and/or qualified work experience
- ✦ Three or more years of relevant and progressive work experience
- ✦ Demonstrated experience in group facilitation using adult learning techniques
- ✦ Understanding of strategic statewide issues and initiatives, including community planning and visioning documents, reports, and studies
- ✦ Strong organizational, project, and time management skills
- ✦ Strong critical thinking skills (problem solving, decision-making, creative, integrative, and analytical)
- ✦ Excellent interpersonal and communication skills (i.e., writing and public speaking) in order to negotiate and guide professionals, speakers, and/or guests
- ✦ Energy, enthusiasm, and the drive to produce high-quality results with a strong attention to detail
- ✦ Ability to develop and maintain effective work relationships – with key community leaders, the Leadership Kentucky Board of Directors, co-workers, etc.
- ✦ Maintain Leadership Kentucky's non-partisan policy and foster collaboration without sharing personal opinions and philosophies
- ✦ Ability to be flexible, proactive, and juggle multiple tasks in a high-energy environment
- ✦ Proficiency with Microsoft Office Suite; experience with design and emerging software a plus
- ✦ A valid driver's license with a good driving record



Improve Your State.

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**SPECIAL DEMANDS**

This position requires the ability to drive a vehicle, climb stairs, lift and carry up to 50 pounds, sit, stand and/or walk for long periods of time and assist with set-up/breakdown of events. Must be able to work extended hours per day during monthly sessions.

**SCHEDULE**

The Program Coordinator is a part-time position. Hours are expected to vary depending on the needs of the program. For example, during session weeks, these hours may be longer, while fewer during non-session weeks. The Program Coordinator is allowed 'remote work' when appropriate, along with some office, on-site event work, and travel. The part-time coordinator is considered an administrative employee pursuant to the Fair Labor Standards Act and will be paid annually, in semi-monthly payments. Employee and Leadership Kentucky agree that this payment is based on an average of approximately 20 hours of service per week. As a part-time coordinator, the employee shall not receive any health insurance, other insurance, or benefits. 401K benefits are provided, however.

**POSITION SPECIFICATION**

The ideal candidate will be able to demonstrate the necessary administrative, communications, and technical skills as well as competence to immediately add value to the work of the organization, Board of Directors, and alumni ... and to ensure the timely delivery of delegated tasks and quality services under general supervision only. The employee will:

- ✦ Possess well-developed interpersonal and communication skills
- ✦ Be results-oriented and self-motivated
- ✦ Demonstrate examples of having worked on his/her own initiative and with teams in the past
- ✦ Be capable of exercising a high degree of delegated responsibility
- ✦ Have good organizational and technical skills relevant to the role with the ability to problem solve
- ✦ Display attention to detail and deliver work to a high standard with tight deadlines

**Send resume' and applicable materials to:** *(email is preferred if possible)*

**Janice Way, President and CEO**

**Leadership Kentucky**

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