



## **CLEVELAND LEADERSHIP CENTER**

### **Position Description: Program Associate (Entry Level)**

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#### **Organization**

The Cleveland Leadership Center (CLC) directs a civic education and leadership development portfolio of offerings that together make up a comprehensive, intergenerational leadership development and civic engagement curriculum. The offerings target people at different leadership stages:

- Leadership Cleveland and LC2 Fellows (senior positional leaders)
- Cleveland Bridge Builders (mid-career professionals)
- On-Board Cleveland (young professionals)
- (i)Cleveland (college)
- Look Up To Cleveland and LookUp Summer Session (high school students)
- Civic Leadership Institute (community members at all ages and stages)
- Alumni and Community Offerings

#### **Position Summary**

CLC seeks a highly motivated, organized, and independent individual to serve as a Program Associate. The Program Associate will assist with coordination, planning and logistics for Cleveland Bridge Builders, (i)Cleveland, On-Board Cleveland and CLC Alumni Programs and Events, from start to finish; plus attend the program days and events. This position reports to the VP of Strategic Engagement & Director of Cleveland Bridge Builders; and works closely with the Senior Program Coordinator. The Program Associate will provide support for program evaluations completed by participants, and support recruitment and selection processes. A flexible work schedule is required to support off-site programming and activities (evening and limited weekend work required).

#### **Responsibilities**

- Assist Program Director with all phases of programs and events, and related projects. This includes working with vendors to secure facilities and catering arrangements for the day; coordinating presentation equipment as needed; communicating with program participants as directed, assisting with circulating session day and event material; and assisting with general oversight of program day and event details.
- Provide support for program day evaluations.
- Assist the Program Director with essential administrative activities including maintaining and organizing class rosters and contact information, both in Excel and Raiser's Edge Database; create nametags for participants and guests.
- Assist Program Directors with communications. This includes preparing and designing program day and event flyers; proofreading and editing general communications; composing participant correspondence and other documents as needed; organizing mailings and related lists and materials.
- Support all aspects of early program recruitment efforts and events.
- Assist with participant applications and the selection process for Cleveland Bridge Builders.
- Assist with processing event registrations and related program database maintenance.
- Assist with use of Social Media

- Order office supplies for programs and general office needs, as needed.
- Order coffee and related supplies for the office, as needed.
- Represent the Cleveland Leadership Center and its programs in a professional manner, both personally and in telephone contacts and written communications.
- Other job-related duties as assigned.

**Education, Experience and Skills**

- Bachelor degree required.
- Excellent verbal and written communication skills.
- Ability to multi-task with strong problem-solving skills.
- Superior organizational skills and high attention to detail.
- Advanced computer skills with high proficiency in Word, Excel and PowerPoint.
- Experience with InDesign and/or Publisher preferred.
- Database experience preferred; Blackbaud/Raiser’s Edge a plus.
- Familiarity with Social Media.

The Cleveland Leadership Center is an equal employment opportunity employer.

**To Apply**

Please send cover letter, resume, three references and salary requirements by July 29, 2016 to: [jseminatore@clevelandleads.org](mailto:jseminatore@clevelandleads.org) or mail to:

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