



We develop leaders to engage the power of diverse perspectives to improve our world.

PROGRAM COORDINATOR JOB DESCRIPTION

Application deadline: May 7, 2021

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The Multicultural Leadership Institute has been serving McLean County and its surrounding areas since 2009. Through its signature program, MCLP, the Institute has partnered with almost 50 local nonprofits on capacity building projects and empowered over 250 alumni leaders in Central Illinois. The Multicultural Leadership Institute exists to provide transformative leadership experiences, serve the community, and advance justice, equity, diversity, and inclusion.

Under the direction of the Executive Director, the Program Coordinator (PC) will act as the primary staff in the successful planning and implementation of MCLP learning and training components.

Responsibilities:

MCLP Class Coordination

- In partnership with Curriculum Review, Community Involvement Committees, and other volunteers, plan and execute the MCLP Learning Events.
- Coordinate and schedule Learning Event content provision.
- With Class Facilitators, develop and execute individual Learning Event scheduling.
- Coordinate and facilitate Class Participant pre and post work, session feedback, and other data collection in order to measure effectiveness of curriculum components.
- Provide regular summaries and reporting to the Executive Director as required.
- With Community Involvement Committee and designated volunteers, plan and implement Non-Profit Partner Engagement in order to facilitate MCLP annual projects and ensure successful outcomes related to timelines and deliverables.
- Develop and implement other components of MCLP that are consistent with successful outcomes and learning objectives.

Volunteer and Intern Coordination

- Determine needs related to successful implementation of MCLP that could be fulfilled by volunteers and interns and implement recruitment and retention strategies to meet those needs.
- Provide needed orientation, ongoing training, and supervision to volunteers and interns in order to ensure successful outcomes of their volunteer service.
- Track and report on volunteer and intern utilization.

MCLP Recruitment

- Coordinate with Executive Director and lead Recruitment volunteer recruitment cycle planning and execution.

Marketing and Communications

- Develop and implement marketing and communication plans for the successful outcome of the current MCLP class cycle components.

Qualifications:

- Associate Degree preferred
- Minimum 2 years' experience in the non-profit sector preferred
- Prior experience with MCLP a plus
- Expertise in virtual and online learning and collaboration platforms (Zoom, Teams, Google) preferred
- Experience in developing and implementing marketing and communications plans and brand identity
- Experience in managing interns and volunteers
- Proficiency a plus in the following:
 - Microsoft Office Suite
 - Adobe Design Suite
 - Constant Contact
 - Survey Monkey or related data collection and analysis tools

Key Competencies:

- Excellent verbal and written communication skills.
- Leadership and Teamwork
- Problem-solving and Critical thinking
- Time management and Organizational
- Creativity and Resourcefulness

Work Requirements:

- Regularly lift and carry 25 pounds, occasionally up to 50 pounds.
- Ability to travel to various locations within the community regularly for events, meetings, including transporting supplies and climbing stairs.
- Flexible hours with occasional evening and Saturdays.
- Ability to drive a vehicle.

The above statements describe the general nature and level of work and are not an exhaustive list of all required responsibilities, duties and skills.

Position Specifics/Compensation and Benefits

- Salaried. Full time. 40 hours per week.
- Salary – \$35,000/yr.
- 15 days Personal Time Off annually.
- 8 Flex Holidays Days per year.
- Flexible work hours.

Interested individuals are asked to submit their resume and cover letter to Matt Drat, Executive Director, at matt@bn-mclp.org by May 7, 2021.