



LEADERSHIP MEDINA COUNTY is seeking a full-time Interim Administrative Coordinator

About Leadership Medina County

A 501(c)3 organization, Leadership Medina County is a nonprofit, educational and leadership development organization which exists to build and maintain a county wide network of talented, responsible, and dynamic leaders, who learn first-hand about issues facing Medina County and who serve by assisting in addressing those issues.

Leadership Medina County carries out this mission through civic programs, leadership courses, professional development courses, and events designed to inspire, challenge and connect people at all levels of leadership development.

About the Interim Administrator Coordinator position

Reporting to the Interim Executive Director, the Interim Administrative Coordinator is responsible for providing program and administrative support for all Leadership Medina County programs and activities.

The Interim Administrative Coordinator position is full-time.

The ideal candidate will be highly organized with a strong foundational understanding of the programs of Leadership Medina County, to execute on activities that support the organization's mission.

Responsibilities include:

1. Supporting the Programming of Leadership Medina County:

General

- Communicates with class applicants/members, on issues including app status, class day details, program status, etc.
- As directed by program directors, sends out communications to incoming class/program participants.
- Collects and tracks data from Class information form.

Class days; with oversight from specific program directors

- Supports administration for all class day planning committees to plan class days.
- Coordinates and oversees class headshot schedule (3 days each year) with photographer, venue and participants.
- Coordinates details with venues for each class day, including following up with trainers and venues, planning AV/tech, hiring and planning menus with caterers and venues each month.
- Coordinates transportation.
- Orders and compiles class materials, including designing and ordering class tote bags, nametags, text books, assessments and other supplies.
- Creates and prints materials for each class day, including class agendas.
- As directed by Directors, sends out email reminders one week before each class day with class day details.
- Provides set up and clean up for each class day, including banners, AV, food & beverages, tables/chairs, handouts, sign-in sheets, table assignments, etc.
- Assists in coordinating evaluations, including tracking and reminders to participants.
- Tracks and publishes evaluation results for review by Board and program presenters/facilitators and participants.
- Sends thank you letters to speakers and committee.
- Assists with specific, larger LMC Class days that include non-Class participants, including the local Government Expo and the Poverty Simulation.

2. Alumni, Board & Committee Support

- Orders/picks up/sends name badges for alumni and board.
- Orders other supplies as needed; prepares materials for training.

- Organizes and coordinates Board files.
- Coordinates details of meetings, including Doodle poll, location, logistics, and reminds members; prepares agenda and minutes.
- Contacts alumni through various LMC events, broadcast e-mails, e-newsletter, LMC web site, and social media; edits Class Notes; sends and responds to emails for Class Notes each month.
- Connects alumni to volunteer and community board opportunities.

4. General Administrative Tasks

- a. Social media and outreach
 - Organizes photos on Google and SharePoint.
- b. Data entry (utilizing Neon CRM) & other data management
 - Updates LMC member information.
 - Coordinates Board and Staff portal.
 - Coordinates Class members and alumni information in Neon, including posting and updating program applications, tracking Class member attendance in Neon for each program, sending monthly emails to class members with Class day details.
 - Runs reports and tracks volunteer hours.
 - Enters payments/donations.
 - Executes other tasks in Neon, including creating audiences, creating system emails, creating or modifying applications, tracking volunteers, tracking in-kind donations.
 - Loads events in Neon and web site.
 - Coordinates files in DropBox, as needed.
- c. Financial support
 - Downloads monthly Neon report (and others) for bookkeeper.
 - Syncs Neon with QuickBooks monthly.
 - Invoices as needed.
 - Tracks membership dues.
 - Deposits checks.

5. Performs other duties as assigned

Qualifications and desired skills:

Education and/or Experience

- High school credential; Bachelor degree preferred
- Extensive experience in a professional environment; previous experience in supporting and tracking education programs
- Graduate of a community leadership organization preferred but not required
- Previous experience working with a variety of diverse community members, including community leaders
- Strong familiarity with Medina County

Technical Skills

- Proficient with Microsoft Office Suite applications, Google applications (example: Google Docs, Google Calendar), Cloud file sharing applications (example: Dropbox), Data Entry and Retrieval, CRMs, Zoom and other virtual webinar/meeting platforms; Sign-Up Genius; familiarity with Canva desired
- Proficient in the usage of Social Media platforms

Organizational and Communication Skills

- High proficiency in organization, especially related to program details
- Demonstrated time management skills
- Excellent written and verbal communication skills
- Ability to provide direction to individuals or groups

Other Abilities

- Relationship building with professionals throughout the county
- Ability to work flexible hours to meet the needs of the organization

- Ability to attend meetings at various locations throughout Medina County
- Valid Ohio Driver's License and Annual Proof of Automobile Insurance
- Successfully pass FBI/BCI background check upon initial hire and subsequent timelines
- Professional appearance and demeanor

Please apply by submitting a cover letter and resume to LMCsearch2023@gmail.com. **Deadline for application, Monday, August 7th, 2023.**

Leadership Medina County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.