



PROGRAMMING COORDINATOR

Job Responsibility:

Under the direct supervision of the Executive Director, this position focuses on managing the logistics, details, and costs of programs and classes for the LCCC. Additional duties include coordinating weekly and monthly meals and managing collaboration with Licking County programs. This position deals with many different aspects of the organization and requires planning, prioritizing, and organizing the workload.

Primary Accountabilities:

- Plan, schedule, and execute programs and classes for the LCCC
- Create menus, purchase food and prepare weekly and monthly meals within the meal budget amount
- Oversee LCCC News and registration
- Manage all aspects of sponsored events
- Manage and execute the LCCC membership renewal campaign
- Research new programming ideas online, and by interacting with current members

Secondary Accountabilities:

- Attend weekly staff meetings on Mondays from 10 a.m. – 11 a.m. to communicate the meals, programs, and classes taking place in the upcoming week
- Work with Executive Director on developing new programming
- Occasionally required coverage of LCCC evening programs. Time worked to be deducted from weekly scheduled hours.
- Active contributor to monthly Marketing/Membership Board Committee meetings
- Submit bi-monthly timesheet to Executive Director
- Submit weekly debit transaction receipts to Executive Director
- Pick up meals at various vendors
- Assist with set up for programs and events

Required Knowledge, Skills, and Abilities:

- This position requires the ability to lift and move program equipment up to 40lbs
- Proficient with Microsoft Outlook and Office programs (Google and Excel)
- Must be sensitive with confidential information, able to maintain discretion, and interact well with a diverse group of 60+ adults
- Attend yearly CPR training and defibrillator usage

Competencies Expected for the position:

- Exceptional organizational skills
- Strong attention to detail and follow up
- Adaptability
- Customer service oriented
- Effective Communicator
- Takes the initiative; Problem Solver
- Team player
- Multi-tasker; Creative thinker
- Cultural Positivity
- Strong time management

Equal Employment. The LCCC is an at-will employer committed to equal opportunity. Accordingly, LCCC will not discriminate on the basis of race, color, age, religion, sex, sexual orientation, national origin, or status as an individual with a disability or protected veteran. Further, it is LCCC policy to hire only those individuals who are legally authorized to work in the United States. LCCC is dedicated to ensuring the fulfillment of this policy with respect to hiring, placement, promotion, layoff, separation, recruitment, advertising, rates of pay or other forms of compensation, selection for training and general treatment during employment.