

## **Program Coordinator (PC) – Job Description 2011**

**To Apply:** Please send your current resume and a letter of intent to *Mairi Padgett, Administrative Director, PO Box 1888, Cullowhee, NC 28723* or email [msp@landmarklearning.org](mailto:msp@landmarklearning.org). Upon review of your application, you may be invited for a phone and/or personal interview. Please do not call the office with inquiries.

### **Pay and Benefits**

- Full time – 40 hours per week, some weekends and weeknights
- Pay range \$24K-\$28K (\$11-\$14/hr), paid hourly up to 40 hours weekly, plus full health insurance after completion of 1-year contract and signing on for a second year
- Access to Landmark Learning professional purchases
- Landmark Learning courses at a 50% tuition discount
- Other special projects (ie: conferences, staff trainings, etc.)

### **Staffing – 40%**

- Creating staff contracts for coursework in conjunction with LL standards
- Communicating with staff pre-course regarding logistics (equipment, travel, meals, lodging, sponsor details)
- Follow up with staff post course regarding course end evaluation concerns, trouble shooting, and training gaps
- Record-keeping of staff follow up and evaluations
- Coordination of equipment for course work with Logistics Coordinator (LC)
- Staff special events development and communication and hosting (Meetings, trainings, events, pro-discounts, evaluations)

### **Sponsor Logistics – 40%**

- Coordination with Executive Director and Administrative Director regarding dates, staffing, and special contracting terms
- Communication and follow up with course sponsors regarding instructor reimbursements and travel at their course site
- Coordination with course sponsor and LC regarding equipment needs and potential shipping
- Follow up on sponsor support for check in dates at 90, 60, 30 and 14 days out from the course
- Special attention and support of new sponsors

### **Marketing – 20%**

- Sponsor and Affiliate support with marketing (date verify in calendars, poster production/mail, other ideas)
- Checks and balances review of web calendars for accuracy for all LL courses
- eNewsletter creation and editing, social networking forum management
- Calendar dates in local publications and poster postings at local schools, retailers, etc
- Course calendar handout for student courses
- Management of conference calendars and staffing of conferences with associated logistics

### **Competencies /Requirements**

- Excellent customer service and communication skills
- Excellent organization skills
- Must be available to follow-up on communications/logistics
- Must have foresight in preparing sponsors/customers for course-specific variables
- Must pursue solutions
- Previous outdoor leadership experience preferred
- Previous experience managing other people and providing success-oriented retraining, utilizing teachable moments, and supporting systems/policies