



LEADERSHIP SERVICES COORDINATOR

POSITION DESCRIPTION:

Provides daily onsite administrative support to the Senior Director of Leadership Services / Governance and the Chief Executive Officer. Provides member support in the absence of the Administrative Assistant.

REPORTS TO: Senior Director of Leadership Services / Governance

Work Schedule: 8:45 am – 5:15 pm with a 30-minute lunch break from 12:30 – 1:00 pm

DUTIES AND RESPONSIBILITIES:

- Shall assist the Senior Director of Leadership / Governance with emails and/or mailings for different committees and/or projects
- Assists local boards/associations with M1 membership questions
- Shall oversee and schedule meetings on the internal office calendar
- Shall set up classroom(s) and board room for meetings and education classes as requested by the staff liaison(s) and if possible ensure it is set up the day before
- Shall order food for meetings and classes as requested by the staff liaison(s)
- Shall work with the Administrative Assistant with confirming the classroom / conference room rentals. The Administrative Assistant will receive the request and payment for the rental and confirm date availability with the Leadership Services Coordinator. Once confirmed the Leadership Services Coordinator will place the dates on the calendar and be responsible for room setup.
- Shall keep both kitchens clean and organized
- Utilize checklist(s) to ensure that details of the event are taken care of
- Shall compile preliminary schedule for Line Officers and Regional Directors for the Inaugural and Annual Conferences
- Shall compile information for review and present to the Senior Director of Leadership Services for meetings as requested by the CEO and Senior Director of Leadership Services / Governance
- Stay abreast of programs, products, services, functions, and events occurring in the Association in order to give proper information when requested
- Assists CEO and Senior Director of Leadership Services / Governance with general administrative duties as requested
- Notifies Councils of dues billing renewals and assists with new Council members; maintains database of members and potential members
- Shall serve as back up to the Administrative Assistant, covering roll-over calls and manning the reception desk when the Administrative Assistant is at lunch or out of the office
- Shall assist with forms purchase questions, will be able to access reporting to verify 'fpid' information
- Shall coordinate planned PTO with the Administrative Assistant to ensure the GAR front office is always staffed. Exceptions must be pre-approved by the Dept Head and CEO at least 2 weeks in advance
 - PTO requests, other than an unexpected personal illness, must be approved in advance
 - PTO must be requested via Paychex and approved by the Senior Director of Leadership Services / Governance prior to being placed on the GAR calendar

- Due to the responsibilities of the position there will be PTO black-out dates to include, but are not limited to, the week proceeding GAR and NAR Conferences

I. Qualifications:

Experience in customer or member service preferred. Must be computer literate and able to work independently. Must be detail oriented. Must be able to lift 25 pounds.

II. Education:

Associates or bachelor's degree or two to four years' experience in an office setting