



LEADERSHIP DEKALB

Date: December 2023

Job Title: Leadership DeKalb Administrative Coordinator

Position Expectations: Must be able to:

- Be proactive and perform independently on assigned tasks.
- Be a team player and be able to work under the direction of the Executive Director, Board of Directors, Program Day Chairs, and other Leadership DeKalb alumni volunteers.
- Possess a positive, helpful attitude.
- Pay attention to details.
- Meet project deadlines.
- Have excellent organizational, communications, and problem-solving skills.
- Be responsive to emails, phone calls, and text messages during the workday.
- Be able to perform multiple tasks simultaneously and under deadline pressure.
- Be able to demonstrate proficiency in the use of Microsoft Office products for PCs (Word, Excel, Access, Outlook, PowerPoint, Publisher and others).
- Be able to demonstrate proficiency in the use of social media and website platforms (LinkedIn, Facebook, Instagram, WordPress).
- Be able to attend weekly staff meetings.



LEADERSHIP DEKALB

General Responsibilities:

Program Days & Events

- Assists with planning and coordinating Program Days and member events including Annual Meeting, Orientation, Opening and Closing Retreats, Program Days, and Annual Dinner or Gala.
- Plans and coordinates special events including in-person and virtual educational workshops, member networking socials, community forums and open houses.
- Assists with creating materials for Program Days, member events, and special events including agendas, programs, bios, surveys, and presentations.
- Assists with on-site event registration and event management at Program Days, member events, and special events.
- Creates and manages member and special event registrations through Wild Apricot database.

Communications

- Develops and implements calendar for communications that position, brand, and market Leadership DeKalb to internal and external audiences for recruitment, retention, engagement, and fundraising.
- Writes and produces publications, correspondence, and collateral materials for fundraising and member communications including, but not limited to, information requests; promotions to retain and increase active memberships; member correspondence; monthly newsletters, annual reports, brochures, event invitations, and bulletins.
- Manages traditional, social networking, and news media to communicate with internal and external audiences and with the news media, including writing and distributing eBlasts, news releases, and advisories.
- Assists with media relations and communications, including maintaining media contact lists, tracking news releases, and updating website.



Office Administration

- Assists with checking office voicemail and mailbox, filing, and document retention and management.
- Inputs and maintains Wild Apricot database of information on class members and alumni for Leadership DeKalb.
- Responds to and/or routes requests for information from calls, mail, or email.
- Manages the content of the organization's website.
- Perform other job-related duties as assigned or needed to help the organization fulfill its mission.

Other Requirements:

- The person in this position must have a valid Georgia driver's license and use of a personal vehicle.
- Be able to regularly lift at least 35 pounds without assistance.
- This position reports to the Executive Director.

Work Schedule:

- This is a full-time position requiring a minimum 35-hour week, Monday through Friday, with the ability to work evenings and weekends if necessary. The employee will be reimbursed for mileage and parking if needed.
- Working in-person at Leadership DeKalb's office is expected for 2-3 days each week. An in-person and remote work schedule will be coordinated with the Executive Director.

Contact

- Please send a resume and cover letter to Shara Sanders at shara@leadershipdekalb.org by **Monday, January 22, 2024**.