



**LEADERSHIP
GREATER
HARTFORD**

Leadership Greater Hartford **Job Description** ***Program Assistant***

Leadership Greater Hartford (LGH) is a high-energy, mission-driven, nonprofit organization that is passionate about our work. We support and strengthen the local community by training and connecting aspiring and established leaders. We believe that the potential for leadership resides within everyone and that it can grow if continuously nurtured.

For 47 years, LGH has been bringing people of diverse backgrounds together to build the awareness and mutual trust needed to create constructive partnerships that serve the greater good. We believe that when we do our job well, we help to create a more equitable and inclusive culture of collaboration, civic responsibility, and hope in our region.

LGH is seeking a full-time Program Assistant to join our team. Reporting to the Vice President & Chief Program Officer, the Program Assistant is responsible for all administrative support services, including clerical work, customer relations, on-site program assistance, and overall event support.

Responsibilities Include:

- **Event Support:**
 - Arrange meeting locations, prepare nametags, table tents, and signage for programs
 - Gather supplies for workshops and program events
 - Copy and collate materials for meetings, workshops, and program events
 - Provide technical support for virtual programs
 - Assist in layout and design of reports, PowerPoint presentations, and other materials
 - Provide on-site support for program events which includes setting up, staffing registration table, technology set up, coordinating with foodservice vendors, clean-up, and troubleshooting any issues or questions that may arise
 - Photograph program events and send social media/promotional materials to external marketing consultants

- **Administrative Support:**
 - Enter and maintain accurate and current information in the database
 - Prepare constituent reports as requested from the database
 - Research and obtain contact information for constituents
 - Administer and manage constituent files on shared drives
 - Assist with correspondence including mail merges and general mailings to LGH constituents
 - Tabulate and summarize program evaluations
 - Assist in preparing post-program reports and notes
 - Communicate with nonprofit and corporate partners, as needed
 - Other duties as assigned



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Qualifications:

- Strong interpersonal skills with colleagues, program participants, vendors, clients, and funders
- Strong computer skills (especially Excel, Word, Power Point and Outlook)
- Excellent written and verbal communication skills
- Ability and desire to learn new skills
- Highly organized
- Accuracy and attention to detail while appreciating the big picture
- Ability to multi-task and prioritize
- Ability to work in a collaborative team setting

Preferred Qualifications:

- Prior experience working with Microsoft Office Suite and constituent databases
- Prior customer service experience
- A personal history/connection with Leadership Greater Hartford

Physical Requirements and Working Conditions:

- Working conditions are normal for an office environment. Since emerging from the pandemic, LGH staff are required to be in-person, in the office, three days a week (M, W, TH) and have the option to work remotely on Tuesdays and Fridays. Programs and events may alter this schedule from time to time.
- Must be able to operate a computer for most of the workday with appropriate rest periods.
- Availability to work occasional early mornings, evenings, and weekends as needed.
- Valid driver's license and driving record which meets company insurance carrier requirements, or ability to travel to program and meeting sites in the Greater Hartford area as needed by other means.

Compensation starts at \$17/hour for 40 hours/week and includes a comprehensive and generous benefits package while getting to work alongside a passionate and dynamic team. This job could be modified to part-time (30 hours/week) to meet the needs of a top candidate.

Interested and qualified candidates should email a resume and cover letter to hring@leadershipgh.org. Candidate review will begin immediately and continue until the position is filled.

Leadership Greater Hartford embraces diversity and equal opportunity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.