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## PROGRAM COORDINATOR

Rockwood Leadership Institute provides personal transformative leadership practices and resources that connect social change leaders in powerful networks to create a just, sustainable, and equitable world.

Rockwood does not do 'business as usual.' Our commitment to our values influences every aspect of our organization—what we do and how we do it.

Rockwood's core values include:

- Radical inclusion
- Relationship before task
- Giving and receiving direct feedback
- Kindness over niceness
- Leading from purpose, individually and as an organization

The Program Coordinator is responsible for providing support to all Rockwood programs with materials production, event logistics, and participant communications.

### Specific Duties

- Assist with production and delivery of Rockwood print materials
  - Coordinate the materials production process in partnership with Program Managers
  - Produce (design, edit, revise, finalize) materials for Rockwood programs
  - Coordinate delivery of supplies and materials to Rockwood training sites
  - Develop and implement systems to improve program operations for materials and supplies
- Support Program staff with overall event logistics
  - Assist with site logistics for events, off and on site, some travel required.
- Assist with participant communications and connection
  - Maintain Salesforce database
  - Communications – follow up with and track participants
  - Support training outreach
- General Administrative Duties
  - Participate in Rockwood staff/trainer retreats and other meetings as appropriate and events

### Job Requirements and Qualifications

#### Experience

- Minimum of 2 years of professional experience providing administrative support to a small to medium-sized nonprofit organization or other office-based business.

#### Skills

- Proficiency in Microsoft Office Suite, Adobe Design Suite, and Salesforce (or other CRM) required
- Highly effective spoken (phone and in person) and written communication skills
- Flexible and self-motivated with the ability to manage multiple projects simultaneously
- Impeccable attention to detail – has an organized system of managing tasks and follow-up
- Copy editing, proofing and formatting skills
- Excellent problem-solving skills, ability to resolve issues that may come up

- Ability to work within a diverse workplace and to relate to a broad spectrum of people outside of Rockwood
- Optimistic and positive team player

Rockwood offers a competitive salary and benefits package. The salary range for this position is \$45,000-50,000.

**How to apply:**

Please submit a cover letter with a description of your experience as it relates to the above and resume to [jobs@rockwoodleadership.org](mailto:jobs@rockwoodleadership.org) by February 12<sup>th</sup>, 2018.

Rockwood Leadership Institute is an equal opportunity employer and makes employment decisions on the basis of merit. In accordance with applicable law, Rockwood prohibits discrimination based on race, color, religion, creed, sex, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition, veteran status, sexual orientation, gender identity, citizenship status or any other consideration protected by federal, state or local laws.