



COLA Program Coordinator

Reporting to the Leadership Columbus Associate Director, this part-time position provides administrative, organizational and operational support for the annual Central Ohio Leadership Academy (COLA) program of Leadership Columbus. Days and hours of work are Monday through Friday and specific schedule is based on a mutually agreed upon schedule. This position is currently a hybrid of office time and working remotely.

Responsibilities

COLA Program Support

- Assist Associate Director in all aspects of providing logistical support for the COLA program including:
 - Creating annual planning calendar of program tasks and events, ensuring deadlines are met for program execution
 - Maintaining current list of schools and school contacts for recruiting purposes
 - Organizing annual 'tour' of schools for Associate and Executive Director
 - Assist in coordination of the COLA program recruitment process, including updating application materials and correspondence to Educational Service Center of Central Ohio (ESC) as well as schools who may not be a part of ESC.
 - Create and maintain a registrant tracking system each year complete with all necessary contact and demographic information
 - Create/submit annual COLA 6-day intensive budget to Associate Director for review
 - Assist Associate Director in communicating with any coaches, facilitators, and/or mentors associated with the COLA program
 - Serve as the main point of contact with Educational Service Center of Central Ohio (ESC) for the COLA program for Leadership Columbus

COLA Program Planning and Execution

- Assist Associate Director in the execution of the annual COLA intensive including:
 - Help to plan and execute COLA intensive annually
 - Coordinate registration, create name badges, work with caterers, prepare materials and provide on-site logistical support as needed
 - Ensuring KIPP location is secured/reserved ahead of time each year
 - Order all supplies, food, materials, etc. for 6-day intensive in a timely manner and in accordance with budget, arranging for deliveries, etc.
 - Seek to increase positive social interactions with program participants thereby, maximizing the experience for all
 - Together with the Associate Director, create a plan for quarterly follow-ups with participants that aid in their ongoing growth and community impact.

COLA Communications

- Document the activities of COLA through photos and videos and submit to Program and Marketing Manager for use on socials
- Collaborate with other Leadership Columbus staff via staff and other types of meetings for the purposes of planning, idea generation and team building.

Financial

- Track all contributions, sponsorships, and in-kind gifts
- Assure contributions are recorded and acknowledged
- Assist with budgeting

Note: Any or all these duties may be modified; changed or deleted or new duties may be assigned or might be required either temporarily or permanently at any time with or without notice.

Great candidates should be able to achieve these and more in six to twelve months:

- Creating clear and concise plans of action using Office programs including Word, PowerPoint, Outlook, and Excel
- Providing detail-oriented communication to the Associate Director while appreciating the bigger picture
- Remaining highly organized while handling multiple priorities
- Being able to think ahead to future deadlines and work backwards and figure out what needs to happen today to ensure those deadlines are met
- Approaching every task, big or small, with the same level of importance and intention
- Enjoying working in an environment where differences are celebrated, affirmed, and developed
- Thriving in an environment where the staff expectations are that of radical responsibility, compassion, integrity, rigor and focusing on being in service to one another

Part Time- Up to 25 hours a week

Salary: \$20-\$25/hour depending on experience.

To apply, please submit a cover letter, and resume to karenhewitt@columbus.org. Please, no calls, emails or visits.