



POSITION DESCRIPTION

POSITION TITLE: Program Associate

SUPERVISOR: President/Vice President

DATE EFFECTIVE: July 2008

FLSA DESIGNATION: Exempt

PURPOSE: The Program Associate supports the promotion of GLCYD programs and activities through training, presentations, and communications.

KEY ACCOUNTABILITIES/ESSENTIAL FUNCTIONS

Areas of Responsibility:

- **Program Development**

Lead promotion and expansion of the Center's board development product—BoardConnect® U.P. Recruit clients, prepare materials, secure workshop sites and arrange logistics, teach workshops, and conduct follow-up with participants.

Assist with the coordination of core GLCYD programs such as Excellence in Education Week, the U.P. Nonprofit Conference, Learning Network, Membership and workshops as needed.

- **Survey Development**

Promote the survey product through presentations and other marketing methods to potential clients. Meet with clients, staff, and/or consultants to address survey needs and expectations. Establish survey protocol with clients, use survey software to design templates and process data, prepare reports and data cuts, and provide results presentations as requested.

Assist internal staff with results of other ongoing surveys (e.g. asset and sidebar surveys) by preparing data cuts and other reports as requested.

- **Fund Development**

Assist staff in promoting the long-term sustainability of the Center by supporting fund development efforts including annual appeal requests, proposal development and tracking assistance, solicitation requests, etc.

- **Membership**

Work with the Vice President to expand the Membership program. Includes follow-up with potential members, translation of services available, developing communications for members, and visiting members.

- **Communications**

Assist the Director of Marketing and Communications with preparing marketing materials, press releases, and other materials as needed.

Perform other related duties as assigned.

QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Required: Bachelor's degree and one-two years' relevant experience.
- Recommended: Degree in relevant field (communications, marketing, nonprofit management, etc.)
One-two years' experience working in the nonprofit sector

SKILLS/REQUIREMENTS:

- Ability to motivate people and demonstrate passion and energy for youth development
- Ability to work as a contributing team member in cooperative, collaborative, and diplomatic ways to achieve impact
- Ability to analyze data and prepare reports
- Ability to design, implement, and manage programs
- Capacity to recruit and work with customers; identify their needs; and, provide assistance to improve their organization's ability to positively impact youth
- Willingness and ability to travel as needed
- Proficient at Microsoft Office programs including Outlook, Word, Excel and PowerPoint
- Ability to prioritize and effectively manage multiple ongoing projects
- Ability to effectively speak in public, design presentations, and communicate in writing
- Possess a strong interest in the mission of GLCYD