



JOB DESCRIPTION

POSITION: CIVIC Scholars Program Associate

FUNCTIONAL AREA: Programming, Event planning, Communications, Administration

SUPERVISOR: Director of Programming

OFFICE LOCATION: Norfolk

STATUS: Full-Time

COMPENSATION RANGE: \$30K - \$35K

CLASSIFICATION: Non-Exempt

POSITION ESTABLISHED: March 4th 2019

CLOSING: April 15th 2019

CIVIC Leadership Institute connects executive leaders through service to improve life in Hampton Roads. Founded in 1996, when a number of key leaders recognized the need to broaden and diversify the region's community leadership. Today, CIVIC has grown into an exceptional network of highly accomplished, connected, civic-minded, leaders.

The CIVIC Scholars Program was founded in 2013 as a collaborative initiative between the CIVIC Leadership Institute and Old Dominion University. Our mission is to foster a spirit of civic engagement, professionalism, and leadership in college students of Hampton Roads and connecting them to established business and community leaders, in order to build a community of leaders who are excellently prepared for their careers and a life of civic engagement.

PROGRAM ASSOCIATE DESCRIPTION

The CIVIC Scholars Program Associate will assist with all research, design of objectives, selection, activities, program planning, execution and outcomes for the CIVIC Scholars program.

This position will also assist in supporting the CIVIC Leadership Institute Executive Program, and any additional events that are added throughout the program year. The Program Associate will support all events and meetings (as needed) for the organization.



(Below is an outline of the general types of responsibilities and skills required for the CIVIC Scholars Program Associate position, but is not limited to)

GENERAL DUTIES AND RESPONSIBILITIES

1. Responsible for the day to day oversight of the CIVIC Scholars program
2. Planning and manage logistics of CIVIC Scholars program days and special events
3. Responsible for recruitment and maintaining relationships with university campus leadership, faculty and staff
4. Solely responsible for the communication of program related information
5. Support of monthly Executive Program Days and overnight retreats and all other events and class based experiences
6. Planning and participation for all CIVIC Scholar Program Days to include community service initiatives and events. (Some nights, weekends and overnights will be required)
7. Research and develop additional programming
8. Marketing and social media updates/communications for the Scholars program
9. Track student attendance/participation and community service hours
10. Attend and participate in all staff meetings as scheduled

Technical Skills

1. Maintain all written procedures and documents for CIVIC Scholars program
2. Oversee, manage the budget/expenses for the program
3. Maintain storage of CIVIC Scholars materials, data, calendar of events and database for current and graduated students
4. Prepare presentations/materials for all CIVIC Scholar related meeting and events including the Board of Visitors annual meeting, and other public presentations
5. Schedule staff preparatory meetings for CIVIC Scholars program day three weeks prior to program day to review content and agendas
6. Coordinate educational and community service programming with community leaders and non-profit organizations
7. Research grant and development opportunities specifically for the CIVIC Scholars program

Event Planning Skills

1. Research venues, review contracts secure catering and budgets for events
2. Coordinate reserving conference room space, configure the rooms as appropriate for the size and format of the scheduled meetings/events and performing the set up for any required technology support in a timely manner
3. Coordinate all CIVIC Scholar programming elements



Communication Skills

1. Must demonstrate a competency in communication with executives. Program Associate will be coordinating all programming for students and Executive Leader Mentors
2. Assist with creating and preparing CIVIC scholars related materials for Board and Executive Committee meetings
3. Prepare all communications, marketing and creative material for the CIVIC Scholars programs/events to include newsletters, recruitment fliers, website, social media updates
4. Attend all relevant events that help to promote the CIVIC Scholars program
5. Communicate with the college Deans and other campus contacts to promote the program, keeping them informed using tools such as newsletters and email blasts
6. Maintain the CIVIC Scholars social media pages and scholars section on the main organization website
7. Create thank you letters for all gifts/sponsorships/in-kind donations received that are specifically for the CIVIC Scholars program.
8. Respond to all inquiries from the public and alumni on the CIVIC Scholars and Mentor program

MINIMUM QUALIFICATIONS

1. At least one year of experience in a relevant role
2. Demonstrated aptitude with the technology of today's office environment. Excellent computer skills, with proficiency in Word, Excel, and Outlook, and database programs.
3. Strong written and oral communications skills.
4. Exceptional telephone etiquette and interpersonal skills. Demonstrated predisposition to the principles of good customer service, both internally and externally.
5. Ethical standards above reproach.
6. Experienced Event Planner
7. Demonstrated "self-starter" comfortable working with minimal supervision. Individual must have the ability to work effectively, to multi-task and prioritize a demanding workload with often inflexible deadlines. Individual must be able to work collaboratively with colleagues in a small, fast-paced office environment that depends on effective teamwork.



8. Demonstrated ability to maintain strict confidentiality, be the consummate professional, and use good judgment at all times.
9. Ability to occasionally lift and carry up to thirty pounds.
10. Reliable personal transportation
11. Able to work some nights, weekends as well as the occasional overnight retreat

PREFERRED QUALIFICATIONS

1. Bachelor's degree from a regionally accredited institution
2. Successful administrative experience in a non-profit setting
3. Experience in nonprofit management and fundraising
4. Event management experience
5. Marketing graphic design, videography/photography skills

How to apply:

To submit your application, cover letter and resume, please visit:

<https://goo.gl/forms/DezfiEh9RV8SnKZ83>.

Alternatively please email your resume and a cover letter to: info@civichr.org

Questions? Please call the CIVIC Office at (757) 683-6890.