

Program and Office Coordinator Job Description

About the Job

We seek an organized, relationship-focused individual in Fond du Lac, WI. As a critical member of Sophia's associate team, the **Program and Office Coordinator** will be a self-starter who provides administrative support to the Executive Director, assists in executing programs/events, and is motivated by fulfilling Sophia Partners' mission.

Can You See Yourself...

- Delivering exceptional personalized service to ensure clients and donors feel understood and informed;
- Ensuring that the office is well-organized and materials are ready for all events and programs;
- Actively looking for opportunities to exceed stakeholder expectations and address the need for additional services;
- Taking an active role in planning and coordinating meetings and events.

Office Administration (50%)

- Serve as the organizational hub for the Executive Director and board members by scheduling meetings, managing calendars and effectively communicating with stakeholders.
- Organize, document, and maintain internal office collateral materials and records.
- Distribute meeting materials and prepare reports, as needed.
- Aid in establishing and maintaining relationships with clients and vendors.
- Provide basic bookkeeping tasks, including data entry and invoice processing.
- Other work as assigned by the Executive Director.

Program and Event Execution (50%)

- Support program and event management by actively participating in planning meetings and performing execution tasks as defined by goals and the project plan.
- Manage registration, payment processing, and communication with program participants and event attendees.
- Work with the Sophia facilitators to ensure client, program, and event materials are available.
- Schedule planning meetings and ensure notes are documented and shared.

Our Ideal Candidate

- A person who takes responsibility for meeting deadlines when working independently.
- Is outgoing and contributes to creating positive experiences for everyone who interacts with the organization.
- Is organized, can quickly adapt to changes, and likes to perform various tasks on any given day.
- Will cultivate a collaborative working relationship with the Executive Director.

Job Type

- Non-exempt, part-time: a minimum of 24 hours/week, during regular working hours: 8:00am - 4:00pm.
- Work location: In-office, Fond du Lac, WI
- Pay: from \$18.00 per hour, based on experience
- Reports to: Executive Director
- Benefits:
 - Flexible schedule
 - Professional development assistance

Preferred Skills and Qualifications

- Experience in event planning, office management, and/or executive administrative support roles is preferred.
- A working knowledge of nonprofit organizations is beneficial.
- Strong written and oral communication skills with excellent grammar, proofreading, and editing abilities.
- Extremely flexible self-starter and problem-solver with a growth mindset, who approaches work with an entrepreneurial spirit, working independently and collaboratively.
- Ability to maintain confidentiality.
- Exceptional people skills.
- Ability to handle multiple priorities, manage deadlines, and quickly adapt to changes.
- Proficient in Google applications, including Gmail, Sheets, and Docs. Microsoft Office applications, particularly Word, Excel, and PowerPoint, as well as Canva, are helpful.

Working Conditions

- Work independently with limited interaction with team members and a degree of ambiguity.
- Requires extended periods of sitting, computer use, and periodic stooping, bending, kneeling, or lifting of office equipment, furniture, and supplies weighing up to 25 pounds.
- Demonstrates a commitment to Sophia's servant leadership culture.

Sophia Transformative Leadership Partners Inc

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About Sophia Partners

Sophia Transformative Leadership Partners Inc. is a non-profit 501c3 community benefit organization established in 2002 and headquartered in Fond du Lac, WI. Sophia Partners provides affordable and accessible leadership development programs, community-building facilitation, and coaching services to positively impact people, teams, workplaces, and our communities.

These statements describe the general nature and level of work performed by teammates assigned to this job classification. They are not intended to be an exhaustive list of all required responsibilities, duties, and skills. A team member must meet the physical demands described here to perform the essential functions of this job successfully. Accommodations may be made to enable individuals with disabilities to perform essential functions. Sophia Transformative Leadership Partners Inc. is an Equal Opportunity Employer and a Smoke-Free/Drug-Free Work Environment.

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