



Los Angeles Area
Chamber of Commerce

Program Coordinator

Southern California Leadership Network

February 4, 2010

Position:

The Program Coordinator position is part of the Southern California Leadership Network (leadership programs division of the Los Angeles Area Chamber of Commerce) and reports to the Executive Director of SCLN (who also holds the position of Vice President of Leadership Programs, L.A. Area Chamber).

This is a full-time (40 hours/week), salaried, non-exempt position with full benefits, including paid sick leave, vacation, 401(k) participation, health, vision and dental.

Job Description:

- Implement leadership seminar curriculum, including researching speakers; framing presentations and discussions; coordinating catering/bus transportation vendors; conducting site visits; communicating with guests and speakers about talking points, site logistics and agenda
- Implement regularly scheduled alumni programming focusing on SCLN's "Global Connections" leadership initiative
- Coordinate application process and activities for Southern California candidates applying to the German Marshall Fund's American Marshall Memorial Fellowship. SCLN is the Southern California recruitment and selection partner with GMF
- Assist Executive Director and Director of Events with logistics as needed at SCLN signature events
- Provide coordination support for fundraising and sponsorship of SCLN Programs and events as directed.
- Liaison with Chamber's Marketing and Communications Coordinator as needed for special event materials
- Update SCLN Web site as needed
- Track key issues as assigned for curriculum development
- Provide other duties as assigned

Requirements:

- Bachelor's degree
- Experience with planning and managing events
- Demonstrated excellent written and verbal skills; proficient with AP style guidelines
- Team-oriented
- Ability to manage multiple tasks and prioritize projects under deadlines
- Ability to produce a large quantity of work at high quality
- Working knowledge of Microsoft Office for Windows Vista
- Experience with Web site content management systems a plus
- Perform additional tasks as required or assigned

Application Process:

Please email a cover letter of interest and resume to Program Manager Taleen Ananian at tananian@lachamber.com. We will be scheduling interviews the first week of March.

About SCLN: The mission of the Southern California Leadership Network is to develop a productive network of exemplary and diverse leaders in the business, government and community sectors who are capable of addressing the critical challenges facing the Southern California region. Please visit www.leadershipnetwork.org for more information.