



## Program Support Coordinator Job Description | 2020

Leading From Within (LFW), based in Santa Barbara, CA, is looking for a qualified and experienced individual to provide strong project management, administrative and programs and event support to our growing organization. This position has exposure to a wide-range of people across the social sector and will spend the majority of their time engaged in program related support.

LFW invests in people who drive and create change in Santa Barbara County and beyond. Through our leadership programs, ongoing alumni education, and impactful networks, we cultivate leaders who are renewed, prepared, connected and collaborating for the greater good of all.

**Job duties may focus on the following and be adjusted based on applicant's strengths and the needs of the organization:**

1. Interface extensively with participants, prospects, program instructors, contractors and partners of our organization and programs.
2. Support for small to mid-sized events, meetings, and program sessions including administrative, logistical, and hospitality support before, during, and after events
3. Administrative and operational functions to support the overall organization such as assistance with mailings, database maintenance and website maintenance
4. Support LFW programs through full cycle, including program launch, session and transition to alumni
5. Provide support for marketing and development efforts during fundraising season

### **Qualifications:**

- Value the mission of the organization and commitment to diversity and inclusion
- Outstanding organizational skills and attention to detail with managing multiple projects
- Ability to work with minimal supervision, with excellent follow through as a reliable, flexible team player
- Proactive Abilities: taking initiative, adaptability, and creative problem solving skills
- Utilize customer service skills to provide clear and thoughtful communication with alumni network, vendors and applicants
- Interest in the nonprofit and social sector
- Strong computing skills including (at a minimum) fluency in Microsoft Works (i.e. Word, Excel, Powerpoint) and Google Suite (i.e. Docs, Drive, Sheets, Forms). Basic knowledge of CRM and project management platforms
- Access to use of vehicle for errands and events
- Bilingual (English/Spanish) preferred, but not required

**Job Status:**

Hourly  
Full-time | 40 hours/week  
Occasional evening support needed  
Reports to Director of Operations

**Compensation & Benefits:**

Health Benefits and PTO  
Highly Competitive pay DOE  
Mileage Reimbursement  
Opportunity for Professional Development  
Potential growth within organization

**Location & Timeline:**

Downtown Santa Barbara office (at Kiva Cowork)  
Position starts ASAP

**How to Apply:** Please send cover letter and resume to Sarah Harris at [sarah@leading-from-within.org](mailto:sarah@leading-from-within.org)

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***Leading from Within is proud to be an equal opportunity employer.  
We celebrate diversity and encourage it for our community and culture to thrive.  
All employment decisions are based on merit, qualifications, and  
the needs of our organization.***

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