

## MIT Job Description

<b>Job Title: Program/Project Coordinator</b>	<b>Position Title: Coordinator, MIT Leadership Center (MLC)</b>
<b>Reports to: Associate Director, MLC</b>	<b>% Effort or Wkly Hrs: 100%</b>
<b>Department: MIT Sloan School</b>	

### **Position Overview:**

The Program Coordinator collaborates with MIT colleagues, Sloan program and faculty directors and other staff, students and external vendors to provide a high level of organization and coordinate operational activities for the MIT Leadership Center and its various initiatives. The Program Coordinator is responsible for managing day-to-day office and financial activities of the Center and is also an active and integrated thought partner on a small nimble team.

### **In this role you'll have the opportunity to:**

- Organize and coordinate efficient operational processes for a center dedicated to leadership development.
- Be an active member on a small team of driven, thoughtful, open-minded, welcoming, intelligent staff.
- Creatively problem solve in collaboration with exceptional partners and stakeholders from across the school.
- Play a role in helping to shape the direction of leadership development curriculum and programming at MIT School of Management.

### **Principal Duties and Responsibilities (Essential Functions\*\*):**

The primary duties and responsibilities for the Program Coordinator include the following:

- **Events Management (35%)**
  - Collaborates on the planning, organization and execution of over 80 annual programs workshops, and events (over 4,000 seats), including but not limited to Sloan Intensive Periods (SIP) for MBA students, the Innovative Leadership Speakers Series (iLead) for the general Sloan community, and Independent Activities Period (IAP) for MIT affiliates.
  - Coordinates program and event logistics and marketing to the MIT and Sloan communities, including sourcing and managing vendors, collaborating with partners, and promotion both internally- and external-focused.
  - Creates and distributes post-event surveys and analyze results to offer program improvement recommendations
  - Ensures that MIT events management policies are adhered to, particularly those regarding serving of alcoholic beverages.
- **Finance and Administration (30%)**
  - Manages day-to day administrative operational activities for the MLC office.
  - Submits requisitions requests and manages open purchase orders for internal and external vendors.
  - Tracks and monitors incoming invoices for existing purchase orders and submits change order requests when necessary.
  - Manages year-end financial closeout activities.
  - Sources and orders office supplies and equipment for shared office suite.
- **Communications (25%)**
  - Responsible for the development and maintenance of primary web sites and provides content updates for other digital media.
  - Prepares both internal and external communications, creates a timeline for their distribution over a variety of media, including social platforms, emails, digital newsletters, and MLC website postings.
  - In partnership with Sloan's Office of Communications, contributes content ideas and promotion of those ideas within MLC and to an external MIT-focused audience.

- Utilizes social media channels (Twitter, LinkedIn, blogs, etc.) and maintains an impactful presence to help tell the MLC leadership story using in-demand formats.
- Evaluates, recommends, and implements changes to MLC social media and digital strategy.
- **Special Projects (10%)**
  - Play an active role in contributing to the Center's annual pilot programs or courses.
  - Playing a thought-partnership role, helps to create new programs, courses, or other initiative to advance the mission of the Center.
  - Other duties and new activities as required.

**Supervision Received:**

Reports to the Associate Director of the MIT Leadership Center (MLC), with dotted-line reporting to the Director (MLC). The Program Coordinator is expected to regularly demonstrate high levels of discretion and independent judgment.

**Supervision Exercised:**

No supervisory responsibility

**Qualifications & Skills Required and Preferred:**

- Bachelor's degree required; advanced degree desirable
- A minimum of two years' administrative experience required, experience in a business or academic environment preferred.
- Experience in program, project, and/or event management desirable
- Familiarity/Experience with MIT's accounting practices including billing and accounts payable highly desirable.
- Familiarity with MIT Sloan and MIT policies and procedures highly desirable.
- Experience with PR/Marketing/Communications desirable; knowledge of Wordpress preferred.
- Evening/night/weekend work is occasionally required, typically in conjunction with a related event or with respect to a special project.
- Ability to handle confidential information and/or issues using discretion and judgment.
- That he/she can take initiative and can make significant contributions to a small team as a positive, proactive team member in a dynamic and diverse work environment
- The ability to organize, set priorities, and multi-task with minimal supervision
- That he/she is a self-starter who is able to manage timelines, meet strict deadlines, and provide a high degree of accuracy
- Effective oral and written communication skills
- A high level of organization, attention to detail, and a focus on process improvement

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.