

MIT Job Description

Job Title: Coordinator, MIT Leadership Center (MLC)	Position Title: Program Coordinator
Reports to: Associate Director, MLC	% Effort or Wkly Hrs: 40 hours/week

Position Overview:

The Program Coordinator collaborates with colleagues, program and faculty directors and other staff, students and vendors to provide a high level of organization and administrative support to the operations of the MIT Leadership Center. The coordinator is responsible for coordinating day-to-day office and financial activities of the Center.

Principal Duties and Responsibilities (Essential Functions):**

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

- **Events Management (25%)** – Plans, organizes and executes myriad events including conferences, forums, and leadership workshops including sessions during Sloan Innovation Period (SIP) and January term (IAP).
 - In partnership with the Associate Director, requires taking responsibility for this activity as it relates to all aspects of the planning, organization and execution of these events.
 - Ensures that MIT events management policies are adhered to, particularly those regarding serving of alcoholic beverages.
 - Selects and identifies new external vendors as needed (event space, catering, printing, hotel, etc.), ensuring satisfactory products and/or services. Coordinates with all internal vendors.
 - Collaborates with internal partners in jointly managed events.
 - Responsible for generating and monitoring associated budgets selection of providers, and vendor management.
 - Negotiates contracts and pricing with internal and external vendors.
 - Markets events to internal and external stakeholders.
 - Collects event information and materials from faculty/presenters and distribute them via electronic media (email, web, etc.).
 - Acts as point of contact for and assist participants before, during, and following events.
- **Digital Presence (25%)** – Responsible for the development and maintenance of primary web sites, and provides updates for other digital media.
 - In partnership with and guidance from other MLC staff, requires taking a lead role for updating, maintaining, and developing pieces of the MLC web presence. This requires interfacing regularly with MLC’s Executive Director and other staff. Responsible for acquiring new computer language skills as needed.
 - Evaluates, recommends, and implements changes to the electronic management of MLC content.
 - Contributes content ideas and promotion of those ideas within MLC and to an external MIT-focused audience.
 - Utilizes and maintains social media (Twitter, Blogs, etc.) presence to help tell the MLC leadership story, and use video and other formats to help plan future strategy for enhancing social presence of our Initiative.
 - Responsible for creating and editing existing media to enhance digital presence.
- **Communications (25%)**
 - Prepares regular communications (internal and external)– and distributes those at regular intervals, in a variety of media, including emails, press releases, newsletters, and posts on the MLC website, MLC LinkedIn page, MLC Twitter account and other existing and potential digital platforms.
 - Takes existing content (regardless of media format) and repurposes it for use in other communications or on MLC web presence. Often this requires editing and technology format changes.
 - Creates, as well as, repurposes content from MLC events and research publications for distribution through a variety of formats.
 - Responsibility for developing and maintaining a range of mailing lists which includes students, MIT/Sloan communities, VIPs, and general interested parties.
 - Capably manages lists using database management tools, excel, and other software.
- **Financial Accounting (10%)** – Oversees financial processes and data management.
 - Develops and manages internal MLC processes for financial accounting and approvals.
 - Ensures the integrity of MLC related financial information.

- Handles financial accounting activities such as process requisitions, change orders, and purchase orders. Manages year-end closeout activities.
- Manages contracts and financial account for vendors (especially utilized during SIP and IAP workshops).
- Administrative Tasks (15%) – Manages normal day-to-day administrative tasks in the office.
 - Requires taking primary responsibility for the planning, organization and execution of day-to-day administrative tasks.
 - Supports the MLC staff, faculty-affiliates, students, and visitors of the MLC and takes responsibility for managing the workflow of the office.
 - Manages ordering and maintenance of office supplies and equipment. Coordinates with vendors and maintenance for services as needed.
- Other duties include special projects and new activities as needed or required.

Supervision Received:

Reports to the Associate Director of the MIT Leadership Center (MLC), with dotted line reporting to the Director (MLC).

Supervision Exercised:

No supervisory responsibility

Qualifications & Skills Required and Preferred:

- Bachelor's degree or equivalent required; advanced degree desirable
- A minimum of three years' experience in a business or academic environment required
- Experience in program, project and/or event management desirable
- Familiarity/Experience with MIT's accounting practices including billing and accounts payable.
- Familiarity with MIT Sloan and MIT policies and procedures highly desirable.
- Demonstrated ability to:
 - Organize, set priorities, and multi-task with minimal supervision
 - Be a self-starter who is able to manage timelines, meet strict deadlines, and provide a high degree of accuracy
 - Communicate effectively, both orally and in writing and demonstrate strong organizational and interpersonal skills
 - Make contributions to a small team as a positive, proactive team member in a dynamic and diverse work environment
 - Approaches tasks with a high level of organization, attention to detail, and a focus on process improvement
- Experience with PR/Marketing/Communications desirable; knowledge of Wordpress preferred.
- Infrequent evening/night/weekend work is required, and typically in conjunction with a related event such as our Peer-to-Peer Coaching Program, or with respect to a special project.
- Deals with confidential information and/or issues using discretion and judgment.

** 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.