

JOB DESCRIPTION
Lawrence Public Schools

**LEAP/LAWRENCE SCHOOLS FOUNDATION PROGRAM
COORDINATOR**

Purpose Statement:

The job of LEAP/Lawrence Schools Foundation Program Coordinator is done for the purpose/s of providing support and assistance to the Executive Director of the LSF and LEAP by facilitating, coordinating, supporting, and implementing programs and committee activities for both organizations; preparing reports, newsletters and press releases; and assisting in planning and organizing Board meetings, events, and campaigns.

Essential Functions

- Assists the Executive Director in preparing written LFS and LEAP proposals (e.g. grants/gifts/funding/participating, etc.) for the purpose of meeting organization and district objectives.
- Collaborates with Administrative Assistant in preparing and maintaining records and databases for LEAP and LSF (e.g. including but not limited to QuickBooks, Exceed, and Excel) for the purpose of retrieving data, documenting, and ensuring accuracy of financial and donor information.
- Coordinates, facilitates, and supports a variety of programs and committee activities of LEAP and the LSF by assisting the Executive Director and program/committee chairpersons (e.g. prepares agenda, coordinates and schedules meetings, plans and conducts activities, and records and prepares minutes and reports, etc) for the purpose of meeting organization and district objectives.
- Coordinates meetings, presentations, activities, events and campaigns of LEAP and LSF for the purpose of assisting the Executive Director in planning, organizing, and conducting the business of the LSF and LEAP.
- Interacts with a variety of entities (e.g. Lawrence Public Schools work units, LEAP business partners, Lawrence Chamber of Commerce, donors to and supporters of the Lawrence Schools Foundation, and recipients of funding from the Foundation) for the purpose of communicating and exchanging information on a regular basis.
- Listens to and responds to requests from Executive Director and multiple Board members and committees for the purpose of ensuring the mission of LSF and LEAP are being fulfilled.
- Participates in meetings, workshops, and seminars as requested by the Executive Director for the purpose of conveying and/or gathering information required to perform functions of position and objectives of LEAP and LSP.
- Prepares and distributes newsletters, brochures, event and campaign information for LEAP and the LSF as requested by the Executive Director for the purpose of promoting the activities and missions of the organization and acknowledgement of supporters.
- Prepares and distributes press releases for LEAP and the LSF as requested by the Executive Director and in collaboration with the LPS Director of Communications for the purpose of promoting the activities and missions of the organizations and acknowledgement of supporters.
- Prepares and/or distributes documents, reports, and written materials for the purpose of providing written support to LEAP and the LSF, ensuring accuracy of information, developing recommendations and/or conveying information to the Executive Director, Boards, partners, donors and/or other customers, prospects, and supporters.
- Presents clear, concise written and verbal communications for the purpose of ensuring that functions are being completed adequately.
- Researches a variety of topics for the purpose of providing information to the Executive Director for the operations of LEAP and LSF.
- Responds to inquiries from a variety of internal and external parties (e.g. including but not limited to Board members, LPS staff, and supporters) for the purpose of providing information, facilitating communication among parties and providing direction.

- Supports assigned administrative and department personnel for the purpose of providing assistance with their administrative functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment including using pertinent software applications, Internet and email (expected to learn specialized applications).

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: keyboarding, standard office software; business telephone etiquette.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: being attentive to detail; maintaining confidentially; meeting deadlines and schedules; setting priorities; establishing effective working relationships; and strong verbal and written communication abilities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Physical Exam/TB Screening

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Kansas Bureau of Investigations/Social & Rehabilitation Services

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 29