

Program Coordinator for Leadership Development

The Program Coordinator for Leadership Development will carry out day-to-day tasks for the GALEO Institute for Leadership (GIL) program, including both the statewide and any other cohorts, in collaboration with other program staff. The Program Coordinator will also co-plan other leadership events, including the annual Latino Leaders Summit and the one-day Leadership Series.

Description of Duties:

- May assist with supervision and task assignments of Leadership interns
- May work with the Creative Program Coordinator in creating and publishing the monthly GIL alumni newsletter as needed
- Plan and execute the GALEO Institute for Leadership (GIL) cohort sessions
- Attend the GIL cohort sessions – 1 Saturday a month (February – November)
- Plan and execute the annual Latino Leaders Summit with the leadership team
- Assist with planning and attending the Leadership Series if one is available
- Coordinate transportation of materials and supplies to support program operations
- Evaluate facilitator feedback survey and distribute results to facilitators
- Assist with tracking payments from the statewide cohort members as needed
- Attend and assist with other GALEO events, such as the Hispanic Heritage Month Luncheon and Latino Power Hour
- Liaise between the GALEO Leadership Council (GLC) and help coordinate GLC events
- Represent the organization in professional settings
- Collaborates closely with universities and other organizations to build, formalize, operationalize, and manage partnerships for future events.
- Engages in other organizational activities and new initiatives as necessary, both in the focus area of partnership and otherwise
- Responsible for planning, development, and implementation of recruitment tactics for statewide GIL and other cohorts
- Perform other administrative tasks within the Leadership Department as needed
- Other organizational duties as assigned

Qualifications:

- Bachelor's degree preferred, but not required, or at least 1 year of equivalent work experience
- Previous work experience in project management and logistics is highly preferred
- Ability to work flexible hours (including evenings and weekends) and to travel domestically on occasion
- Knowledge of modern computer programs such as Microsoft Office Suite, Google Suite, and Canva
- Knowledge of and/or interest in the Latinx community
- Ability to work autonomously in a fast-paced work environment and take initiative on related projects
- Demonstrated commitment to the mission, goals, and work of GALEO
- Demonstrated ability to prioritize and manage multiple projects in a strategic and efficient fashion
- Experience in marketing coordination or a similar role
- Knowledge of traditional and digital marketing, content marketing, and social media marketing
- Strong administrative, management, facilitation, interpersonal, and leadership development skills
- Bilingual in English and Spanish required
- Must have reliable transportation and a valid driver's license
- Eligible to work in the U.S.
- Must be able to lift up to 25 lbs, work in long periods of standing and/or sitting

Location: Norcross, Georgia

Job Type: Full-time, Hourly Non-Exempt

Pay Range: - \$45,000 - 47,000

Reports To: Deputy Director, and in their absence, CEO

Mission: To increase civic participation by educating and empowering the Latino community and to develop Latino leaders through strategic leadership programs throughout the state of Georgia.

Vision: GALEO strives for a better Georgia where the Latino population is engaged and building community, their contributions are respected, and policy measures reflect their values.

Our core beliefs are Inclusion, Non-Partisan, Diversity, Responsive. For more information, please visit <https://galeo.org>.

GALEO is an equal opportunity employer and encourages people of color, low-income people, women, gender non-conforming, and LGBTQI people to apply.

GALEO LCDF and GALEO Impact Fund are equal opportunity/affirmative action employers. All qualified individuals are encouraged to apply, regardless of their race, color, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, HIV status, marital or domestic partner status, or religious affiliation.