



## **Program Manager**

### *Job Description*

The Wellbeing Coalition of Westfield (WCW) started as a partnership between Westfield Washington Schools, City of Westfield, and the Hamilton County Community Foundation. Since its inception, the coalition has grown, and is now made up of a diverse group of community members who are passionate about ensuring all Westfield residents live in a thriving community where every individual feels empowered to make the necessary changes to reach their full potential.

Reporting to the WCW Executive Committee of the Board, the Program Manager will be responsible for the administrative tasks and needs of the WCW Board and Committees.

#### **Specific responsibilities include:**

##### **Administrative Tasks**

- Attend all Board and Committee meetings, in person, to take meeting minutes and notes.
- Assist in sending calendar and appointment reminders for upcoming meetings for all committee meetings.
- Maintain contact lists and committee lists for WCW in Emma
- Prepare any needed forms, reports, documents, and/or flyers as requested by Board
- Manage and post on city of Westfield Calendar
- File all documents and track data points required by 501c3 status
- Contact/Email stakeholders as requested by Board and/or Committees
- Manage WCW email daily

##### **Marketing**

- Assist with updating and managing the WCW website
- Update social media
- Assist with quarterly newsletter
- Attend and represent the WCW at local meetings or events as needed
- Create and administer a marketing calendar that coincides with events, WCW Committee initiatives, and our non-profits (social media posts, newsletters, and potential blogs)
- Work closely with the Chamber of Commerce to update the Events Calendar with WCW events or endorsed events

##### **Database Management**

- Maintain an accurate list of WCW stakeholders in Emma

##### **Accounting**

- Possibly assist the Board Treasurer and HCCF on any accounting needs, such as bills, receipts, payments.

##### **Fundraising/Development**

- Work with WCW Board to find and apply for grants relevant to WCW
- Help Board advocate for needed funding with data/case for support reports as requested
- Assist in any potential fundraising opportunities

#### **Qualifications:**

- Bachelor's degree in relevant field or equivalent professional experience
- Demonstrated success in a previous administrative/program management role(s)
- Understanding of basic technology, Google, social media, reporting and website management
- Must be flexible, open-minded, and able to work with a high-performance, collaborative, constructive peer group



- Excellent verbal and written communication skills with exceptional attention to detail
- Grant writing experience preferred
- Personal qualities of integrity, credibility, and a commitment to and passion for WCW's mission
- Ability to travel to local meetings or events as needed; some may be during and/or after traditional business hours

*This is a temporary, part-time contract/1099 position for approximately 10-15 hours a week.*

**Please email [info@wellbeingcoalitionwestfield.com](mailto:info@wellbeingcoalitionwestfield.com) cover letter and resume to apply.**