



**Position Title:** Program Coordinator

**Reports To:** President & CEO

---

**Position Summary:**

The Program Coordinator is an integral member of the FOCUS St. Louis team, providing comprehensive program support and administrative coordination for a portfolio of FOCUS' civic leadership programs. This role ensures the seamless delivery of leadership seminar days and alumni programming, serving as a key point of contact for participants, applicants, alumni, and community partners.

In addition to program responsibilities, the Program Coordinator plays a supportive role in membership and development efforts. This includes maintaining up-to-date alumni and donor records, assisting with donor acknowledgments and annual campaigns, supporting the execution of member engagement events, and providing administrative support for the Development & Membership Committee.

This position works closely with program directors, the development and the recruitment and alumni team to maintain accurate records, execute recruitment and selection activities, and support all aspects of alumni engagement and stewardship.

---

**Key Responsibilities:**

**Program Coordination:**

- Provide logistical and administrative support for the following programs:
  - Leadership St. Louis
  - Youth Leadership St. Louis
  - Women in Leadership
  - Emerging Leaders
  - Experience St. Louis
  - Alumni Programs
- Maintain updated calendars and materials for all programs and seminar days.
- Support the planning and execution of in-person and virtual seminar days including coordination of locations, catering, transportation, supplies, and AV/technical needs.
- Assist with drafting and distributing pre-seminar memos, agendas, and speaker materials.
- Manage communications with participants, applicants, alumni, speakers, and volunteers.
- Working closely with the recruitment and alumni engagement manager on program recruitment and application processes, including managing application platforms, tracking submissions, and communicating with prospective participants.
- Support planning and logistics for Selection Day(s), including scheduling, interview coordination, and hospitality.
- Track participant data and prepare reports on demographics, program outcomes, and alumni engagement.
- Draft and distribute speaker/faculty invitations, confirmations, and thank-you letters.
- Provide support on the virtual campus or learning platform, as needed.

- Serve as staff liaison to the Leadership and Alumni Committees.

**Membership and Development Support:**

- Collaborate with the development team to maintain and update alumni and donor records in the CRM database.
  - Assist in the coordination of member and donor events, including registration, logistics, and follow-up communication.
  - Support stewardship efforts through the preparation of donor acknowledgment letters, renewal reminders, and engagement reports.
  - Provide administrative support to the Development & Membership Committee.
  - Help track alumni and donor engagement metrics to support fundraising strategies and improve outreach.
- 

**Qualifications:**

- Bachelor's degree required.
  - Minimum three years of relevant experience in administration, nonprofit programming, development, marketing, or community outreach preferred.
  - Demonstrated ability to manage multiple priorities with a high level of accuracy and attention to detail.
  - Excellent organizational, problem-solving, and communication skills.
  - Strong interpersonal skills with the ability to interact professionally with diverse stakeholders.
  - Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and CRM or database management systems.
  - Experience with virtual meeting platforms (e.g., Zoom), email marketing tools, and basic graphic design tools a plus.
  - Familiarity with the St. Louis region and its civic landscape preferred.
  - Availability to work some evenings and weekends as required.
  - Other duties as assigned.
- 

**Compensation and Benefits:**

The starting salary range for this position is \$40,000–\$56,000 annually. FOCUS St. Louis offers a competitive benefits package, including:

- Medical, dental, and vision benefits
- Short term disability, Life and AD&D Benefits
- Paid time off and holidays
- 401(k) plan with employer match

All applicants should submit an application including **cover letter** and **resume to Dr. Yemi Akande-Bartsch** at [YemiA@focus-stl.org](mailto:YemiA@focus-stl.org). Please visit [www.focus-stl.org](http://www.focus-stl.org) for more information about FOCUS St. Louis. No phone calls please.

FOCUS St. Louis® is the region's premier leadership organization, preparing diverse leaders to work cooperatively for a thriving St. Louis region through experience-based leadership training, civic issue education and public engagement initiatives.

FOCUS St. Louis is an equal opportunity employer.