

**Warren Wilson College - Environmental Leadership Center**  
Position Description

**POSITION:** Program Coordinator  
**DEPARTMENT:** Environmental Leadership Center  
**REPORTS TO:** Executive Director, Environmental Leadership Center  
**FLSA Status:** Exempt

**POSITION SUMMARY:**

The Program Coordinator's primary responsibilities are to provide program management of the Sustainability Internship Program, office management and administrative support for the Environmental Leadership Center; to provide support to the ELC Executive Director in the management and administration of the ELC; and to assist in the Advancement work of the ELC.

**SPECIFIC RESPONSIBILITIES:**

Consults and works closely with Executive Director in management and administration of the ELC and its fund raising. Provides program management for the Sustainability Internship Program, working with a co-director to design and execute a summer internship experience for up to 25 Warren Wilson students a year. Provides administrative support and support services for the Environmental Leadership Center Executive Director including meetings, appointments, reservations, travel, and occasional office functions.

**Internship Program**

Organizes, designs, manages, and evaluates the ELC Sustainability Internship Program a program eligible for academic credit; promotes and advertises the Program; recruits, interviews, and selects Interns; maintains professional communication with Internship Partners to insure clear job descriptions, high standards and expectations, and effective evaluation of each Intern's experience and performance; visits internship sites regularly to maintain effective relationships; manages Interns' fulfillment of written reports and public presentations; works to further develop regional sustainability-focused internship opportunities; serves as liaison for Internship Program with WWC Faculty.

**Fiscal Management**

Develops and analyzes budget in collaboration with Executive Director; monitors and tracks expenditures; provides budget recommendations for operating expenditures, equipment and materials and assists Executive Director in maintaining fiscal accountability to donors and to WWC.

**Advancement**

Works with Executive Director to develop Council of Advisors meetings throughout the year; coordinates, manages and implements logistics of Council of Advisor meetings; manages gift acknowledgements for the office; works closely with Advancement to revise and update friend and donor databases and coordinates mailing lists for publications.

**Event Coordination**

Assist in the planning and management of special events including invitations, publicity, set-up design and arrangements; assist in the development and then coordinates campus itinerary for visiting guests. Strive to make the ELC events "green" events by following established green event guidelines.

**Office Management**

Supervises the maintenance of administrative records; manages the office environment and encourages "green" office practices; gathers, adapts, stores and distributes information with the office and college and plans, organizes, provides leadership for all administrative functions.

**WORKING CONDITIONS**

Office environment  
Some travel required

**QUALIFICATIONS**

Bachelor's degree preferred

Program experience, fund raising, budget, event planning, and office management experience required.