



Coordinator Description

LEAD Mission

LEAD is a collaborative learning initiative developed by the cities of Batavia, Elgin and St. Charles, Illinois, with the goal of providing opportunities for personal and professional growth for their employees to help fulfill its mission: *developing leaders through collaborative learning to build a stronger community.*

GENERAL

1. Represent the Cities of Batavia, Elgin, and St. Charles in all things related to LEAD.
2. Coordinate LEAD Committee meetings and scheduled learning events.
3. Provide LEAD budget annually to executive committee for review and approval.
4. Coordinate financial accounting and invoice processing with the LEAD City responsible for providing accounting support.
5. Maintain LEAD website.
6. Provide event invitations, materials, and other communication pieces as needed for LEAD events.
7. Provide attendance record and attendee feedback to LEAD committees.
8. Create surveys and data analysis as needed.

COMMITTEES

1. Coordinate meeting dates and schedules for both the LEAD Executive Committee and Curriculum Planning Team.
2. Prepare and email agendas to members prior to the meeting date.
3. Attend and chair the Curriculum Planning Team and Executive Committee meetings.
4. Coordinate projects for the team and committee members as needed.
5. Prepare and send meeting minutes to all members following meetings.
6. Follow-up with team members to ensure that action items are in process and resolution is achieved.

COMMUNICATIONS

1. Create, publish, and distribute LEAD event invitations and promotional materials to Executive Committee members (or their designees) and Curriculum Planning Team members to inform employees of LEAD events.
2. Ensure that any necessary communications are posted on the LEAD website.
3. Publish a newsletter as needed (bi-annually – in the summer for upcoming fall/winter events and in the winter for spring/summer events).

FINANCIAL MANAGEMENT

1. Prepare annual LEAD draft budget (calendar year – January -December) and present to Executive Committee members in August.
2. Determine LEAD City budget percentages based upon each City's event attendance (prior year's fall speaker, book clubs, LEAD 'N LEARN events).
3. Update the budget based on changes to LEAD's ongoing service contracts (Go-Daddy Domain name; Word Press Web hosting annual fee; Survey Monkey subscription).

ONLINE

1. Maintain LEAD website with current schedule information and program updates as needed (Word Press).
2. Maintain and troubleshoot LEAD registration site (Eventbrite - free).

SPEAKER EVENTS

1. Research potential speakers and follow-up on speaker leads from team members or city employees; present viable candidates to Curriculum Planning Team for screening and consideration.
2. Contact, follow-up with, negotiate with, and represent LEAD in contractual agreements with selected speakers.
3. Coordinate speaker events by securing facilities (including seating and sound system needs) and hiring the caterer.
4. Work closely with speaker to ensure a smooth, well--executed event from start to finish (event goals and audience, schedule, travel, handouts, advertising).
5. Create invitations, distribute and coordinate with each of the three Cities to post invitations and other promotional materials.
6. Prepare materials for events -name badges, sign-in sheets, feedback forms, and advertisements for upcoming LEAD events.
7. Compile feedback from participants and bring synopsis to the Curriculum Planning Team and Executive Committees.
8. Approve and coordinate LEAD event invoices, expenses, and contractual obligations with the City providing the accounting services. (Cities can take turns providing accounting services.)

BOOK CLUB

1. Research books and follow-up on book leads from staff; present possible books to Curriculum Planning Team for review and consideration.
2. Purchase books for each City.
3. Set-up dates and reserve restaurant rooms/space for each session or establish online Zoom link if providing a virtual event.
4. Create invitations and distribute to Executive Committee members to email to their City employees.

5. Create a list of "Food for Thought" questions and send out a least a week in advance to book club attendees.
6. Ask a book club member from each of the three Cities to facilitate the book club in their City location as a leadership opportunity.
7. Prepare sign-in sheets and attendee materials for each event; coordinate set-up at the restaurant.
8. Attend each book club to ensure a successful event.
9. Furnish after-event attendance list to each Executive Committee member.

LEAD 'N LEARN

1. Discuss topics of interest for each City at the regularly scheduled Curriculum Planning Team meeting.
2. Research potential speakers and present options to team members.
3. Contact, follow-up with, negotiate with, and represent LEAD in contractual agreements with selected speakers.
4. Coordinate event by securing facilities (including seating and sound system needs) and hiring the caterer.
5. Work closely with speakers to ensure a smooth, well-executed event from start to finish (event goals and audience, schedule, travel, handouts, advertising).
6. Create invitations, distribute and coordinate with each of the three Cities to post invitations and other promotional materials.
7. Prepare materials for events -name badges, sign-in sheets, feedback forms, and advertisements for the LEAD 'N LEARN event.
8. Compile feedback from participants and bring synopsis to the Curriculum Planning Team and Executive Committees.
9. Approve and coordinate the event invoices, expenses, and contractual obligations with the City providing the accounting services. (Cities can take turns providing accounting services.)

OTHER DUTIES AS REQUIRED OR ASSIGNED

SKILLS AND ABILITIES

Strong communication and relationship-building skills- Establish relationships with and clearly communicate with team members, City employees, speakers, caterers, and facility managers to ensure the success of LEAD events.

- Friendly in-person and telephone skills
- Professionalism and ability to demonstrate respect to team members, employees, contractors
- Active listening skills and ability to summarize a conversation for next steps
- Group facilitation skills to encourage group honesty and sharing differing opinions while bringing the group to consensus for moving forward
- Ability to maintain confidentiality
- Ability to communicate LEAD's mission to speakers to ensure a good understanding of the audience and goals prior to events
- Ability to hold oneself, speakers, caterers, facility managers, and team members accountable for established goals

Strong administrative experience

- Proficient in Microsoft Office products
 - Excel spreadsheets for budgets, timesheets, attendance
 - Mail-merge for letters and nametags
 - Create and maintain WORD documents
 - Publisher – create advertising flyers
- Proficient with scheduling meetings in Outlook
- Ability to create agendas and write minutes for team meetings
- Survey Monkey experience a plus
- WORD Press experience a plus for Website navigation and maintenance
- Eventbrite registration experience a plus
- Ability to create eye-catching email and flyer announcements

Organizational skills and attention to detail

- Ability to manage multiple details for the success of the LEAD events
 - Booking facilities and hotels
 - Overseeing speaker, catering and facility agreements
 - Billing in a timely manner
 - Ensuring that event materials, registration lists, nametags, signs, are accurate and professional looking