

## **Leadership Historic Triangle** Program Coordinator Announcement

**Program Coordinator:** Appointed position providing oversight and overall management to Leadership Historic Triangle (LHT) program. Sponsored by the Greater Williamsburg Chamber & Tourism Alliance, LHT's mission is to *“enhance the quality of life in the Historic Triangle by developing, encouraging, and supporting community leaders.”*

The coordinator reports to the LHT operating board and supervises the program's administrative assistant. Must be familiar with local businesses, governmental and civic leadership and have extensive community leadership experience. Initial appointment is for two years with a modest stipend available. Full position description available below.

**To apply**, send letter of interest and resume to Jodi Miller, Assistant City Manager, City of Williamsburg, 401 Lafayette Street, Williamsburg, VA 23185 or [jmiller@williamsburgva.gov](mailto:jmiller@williamsburgva.gov). Consideration of possible candidates will begin the week of November 30, 2009.

## **Leadership Historic Triangle** Program Coordinator Position Description

### **Position Overview**

The LHT coordinator provides oversight and overall management to LHT and affiliate programs, in conjunction with the LHT Board and its Chair. Sponsored by the Greater Williamsburg Chamber & Tourism Alliance, the program's mission is *“to enhance the quality of life in the Historic Triangle by developing, encouraging, and supporting community leaders.”* The coordinator reports to the LHT operating board and supervises the program's administrative assistant. Coordinator is included in all aspects of the programs and attends LHT operating board, executive committee, and subcommittee meetings.

### **Essential Functions and Tasks**

#### **Selection of New Class:**

Work with Selection Committee on selection procedures, assist the LHT Board Chair and Special Events Committee with the new class reception, design summer assignments, and communicate with new class members as needed.

#### **Preparation for New Class:**

Assist Curriculum Committee Chair, as needed, with potential facilitators and speakers for the monthly class sessions; work with the LHT Administrative Assistant regarding class materials for the year; assemble, with the aid of the LHT Administrative Assistant, the class book to include information about class members, the retreat, and the yearly

schedule; and, assist the LHT Chair in planning and conducting the orientation session for new participants.

#### Preparation and Coordination of Retreat:

Establish, with the retreat facilitator, the retreat theme and select the opening or keynote speaker, arrange location and logistics for two day retreat including: agenda, transportation, lodging, meals, and Alumni participation; and compile class retreat evaluations and prepare report for LHT Board.

#### Management of Program:

Assist Curriculum Committee with each monthly session, attend each monthly session and record session activity with photographs and/or notes. Compile and record session evaluations from the class, send results to class and other appropriate participants, and assist the session coordinators as needed in acquiring meeting spaces, meals, and transportation.

#### Coordination of Graduation:

Arrange for certificates and frames, work with the Special Events Committee on location, invitation list, and catering. Compile for each class member a memento highlighting the year's experience. Discuss and arrange with the LHT Board Chair special recognition of one or two community leaders who have contributed significantly to the program during the year. Conduct a final meeting and program evaluation with the class, and submit and review the final program evaluation with the LHT Board.

#### **Equipment to be Used**

Involves frequent use of personal computer, online services and communications, office equipment, and photography equipment. Digital camera and use of personal vehicle to attend meetings and sessions required.

#### **Physical Demands**

Moderate physical demands. Schedule demands availability to attend new class reception, program retreat, all class sessions and graduation, LHT Board and executive committee meetings.

#### **Qualifications**

Must be familiar with local business, governmental and civic leadership and have extensive community leadership experience. Attendance is required for new class reception, retreat, all class sessions and graduation.

#### **Terms of Appointment and Compensation**

Term of initial appointment is two years with a modest stipend available.