



Job Description

Current Job Title	Program Specialist
Report To	Program Director
Hours	Full Time
Location	Springfield, MO

The Program Specialist is responsible for the day-to-day planning, coordination, and execution of Leadership Springfield programs. This role manages program logistics, timelines, communications, and stakeholder coordination to ensure high-quality program delivery and a positive participant experience. Acting as a project manager for assigned programs, this position works closely with the Program Director, volunteer leaders, facilitators, and community partners to execute programs efficiently, accurately, and on schedule. This role is execution-focused and detail-driven, translating program strategy into seamless operational delivery.

Major Roles & Responsibilities

Program Execution & Project Management

- Execute assigned programs by managing timelines, schedules, logistics, and program deliverables from planning through completion.
- Coordinate program sessions and events, including venues, speakers/facilitators, materials, meals, and day-of logistics.
- Ensure programs are delivered on time, within scope, and in alignment with organizational standards.
- Serve as on-site staff representative during program sessions and events, addressing issues and ensuring smooth execution.

Participant, Volunteer & Facilitator Coordination

- Serve as the primary point of contact for program participants, volunteers, facilitators, advisors, and speakers.
- Manage participant communications, including calendars, reminders, updates, and follow-up correspondence.
- Support volunteer committees and facilitators with scheduling, materials, and on-site needs.
- Foster a positive, professional, and organized experience for all program stakeholders.

Program Administration & Evaluation

- Manage registrations, rosters, attendance tracking, and program records.
- Prepare and distribute program materials, participant resources, and facilitator packets.
- Administer routine program surveys and collect feedback; share summaries and insights with the Program Director.
- Maintain organized documentation to support program evaluation and continuous improvement.

