



Position Description

Title

Class Liaison

Status

Part-Time Independent Contractor (approximately 20-25 hours/month)

Pay Rate

\$6,000 annual stipend (commensurate with experience)

Program Description

The mission of Leadership Tomorrow Orange County (LT) is to cultivate, inspire, connect and empower an effective community of leaders. Our vision is to take vibrant, dynamic citizens who are engaged, well informed and working together and make a positive impact in their community. For one full business day a month, for nine months (September through May), class members participate in a workshop focused on one aspect of the local community (Costa Mesa, Irvine, Newport Beach and Tustin) that is common to all communities. During the workshops, class members hear presentations and participate in panel discussions and other activities with local leaders and experts. Class size is limited so all participants can interact on a one-on-one basis with presenters. Throughout the nine-month program, class members are stimulated by cutting edge leadership philosophy, challenged by their peers, and asked to contribute their own perspective to the ongoing discussions. The program requires a commitment of their time and focused energies, but it will give back to them (and you) in ways that will enhance all aspects of your life.

General Position Description

We are looking for someone who is passionate about giving back to their local community and developing a future community of leaders. The Leadership Tomorrow program is truly special and unique, as is the role of our Class Liaison. In addition to the administrative duties listed below, the Class Liaison is very much the “face and voice” of LT for the class and has direct impact on the overall class experience. The LT Class Liaison is responsible for communication and administration of each LT workshop day, including maintaining contact with all participants throughout the program and assisting the Board of Directors (Board) workshop coordinators, as they develop the monthly workshops. The Class Liaison also facilitates summary feedback process (Reflections) from participants following each workshop and at the program’s end. As the primary contact, the Class Liaison will ensure that the participant’s needs are well attended to, and that each participant has a positive experience participating in the LT program.

Essential Job Duties

- Attend each monthly workshop session and year end graduation ceremony.
- Serve on the Leadership Tomorrow Executive Committee (Exec. Committee) and the Board as a non-voting member and attend all monthly meetings for each.
- Follow up periodically with the workshop coordinators on their progress regarding their assigned workshop. Provide guidance and assistance as requested.
- Coordinate with workshop coordinators to ensure the Exec. Committee and the Board receive draft workshop agendas three months prior to each workshop date. Provide a report at each meeting regarding workshop updates, issues, and/or concerns. Receive guidance/advice from Exec. Committee and Board as needed.
- Coordinate with workshop coordinators regarding receipt and distribution of workshop agendas to the participants. Distribute agendas timely, in electronic format, along with any other important information provided by the workshop coordinators.
- Facilitate all communication with workshop participants, including attendance, schedules, agenda, locations, logistics and directions.
- Follow up regularly with participants regarding confirmation of attendance to each workshop. Be available to respond to the participants' questions/issues before, during and after the workshop sessions.
- Ensure consistency of workshop format, including opening welcome and summary of objectives for the day, closing announcements, reminder of required Reflections survey and reminder of next upcoming workshop.
- Ensure morning and lunch refreshments are arranged for each workshop with the workshop coordinators.
- Promote participation throughout the workshop day by assisting the workshop coordinator(s) and ensuring movement between sessions on a timely basis.
- Introduce the Class Project and guide the participants in their initial planning discussions.
- Guide participants in the selection process for class speaker and graduation speakers.
- Coordinate with the photographer for each workshop day and assist in organizing the group photo sessions at the first and ninth workshops.
- Facilitate distribution, collection, analysis, and compilation of the Reflections survey at the completion of each workshop. Follow-up with participants, as needed, to ensure each participant completes a Reflections survey timely. Prepare and distribute summary Reflections report to the Exec. Committee and Board and review at the meeting(s) following each respective workshop.
- Pick up/drop-off workshop materials to LT office (Newport Beach Chamber) or other facilities as needed.
- Maintain updates to participant contact information and inform LT Executive Administrator promptly of changes throughout the program.
- Assist LT Board Nominating Committee and Recruitment Committee as needed.

Required experience, skills, and abilities

- Graduation from the Leadership Tomorrow program (or similar program) strongly preferred
- Dynamic, enthusiastic public speaking abilities.
- Friendly, outgoing demeanor. Comfortable meeting in groups.
- Detail oriented, strong follow-up skills
- Ability to analyze and solve problems quickly and decisively.
- Ability to communicate effectively, both orally and in writing.
- Proficient in the use of current technologies (i.e., Word, Excel, PowerPoint) Survey Monkey, Google Docs, Slack).
- Ability to succinctly explain, demonstrate and clarify instructions and expectations to others.
- Ability to respond quickly to both simple and difficult participant requests and to use good judgment in decision making with all participants.

Physical Requirement

Regularly required to sit, walk, bend, stand and stoop. May be exposed to elements of weather. Must have own transportation. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

Interested Candidates should forward their resume and all inquiries to Leadership Tomorrow OC Chairperson, Kathy Lamm at klamm@farmersagent.com