

Program Officers

Purpose:

Assist the Director of Programs with all aspects of program development and execution for the WLC. Responsible for developing and executing a positive and engaging program experience for the WLC ambassadors, speakers, participants and sponsors. The Program Team will consist of the Program Director, a Program Technical Coordinator, 3 -5 Program Officers, and the WLC Directors of Publicity, Facility, Special Events and Banquets, and Community Service Projects Manager

Age Requirement: Candidate must be 18 years of age or older

Reports To: Director of Programs

Eligibility:

- Must be able to attend the WLC for the entire duration of the event, including pre-WLC set-up and post-WLC tear-down (approximately 2 weeks, housing and meals provided)
- Must have a clean background check (completed by HOBY)
- Must be able to participate in monthly conference calls and other coordination meetings prior to the WLC
- Open to all applicants, experience with HOBY is desirable, but not required
- Should be familiar with and have access to Microsoft Office Suite products (Word, Excel and Powerpoint)

Responsibilities:

(Before the WLC)

- Learn and understand the dynamics of HOBY's programs at the state and national level
- Become thoroughly familiar with HOBY's risk management policy and follow its guidelines
- Meet with Program Team and other WLC Directors periodically, via conference call, starting in April, to help with the planning and implementation of the conference program.
- Assist in developing conference program, including facilities and site management, speaker recruitment and support, service projects and special events development, and sponsor support.

(During the WLC)

- Help with the set-up of the Program Operations Desk in the WLC Operations Room.
- Help with development of all program materials, including presentations, handouts, signage, speaker, sponsor and ambassador gifts, service projects, banquet and special event needs.
- Support facility management tasks such as walk-throughs, setups, coordination, etc.
- Speaker / sponsor support including speaker arrangements, meet & greet, speaker gifts, etc.
- Support service projects with materials development, facilities management, coordination, etc.
- Support public relations activities including press releases/kits, providing info and drafting newsletter articles
- Provide info for daily flat Sheets to WLC Operations Team and attends staff meetings, as needed to provide info
- Supports Banquet Director, as needed, with all aspects of the Final Banquet and other Special Events, including speaker and guest relations and support, registration desk, room set-up and decorations, materials development and facility management.

(After the WLC)

- Compile final program materials for Final WLC report and archives.
- Remains at WLC for the teardown of the Program Operation Desk.
- Write thank-you notes for vendors, speakers and others that you worked with.
- Complete evaluations of overall WLC program, including recommendations for improvements.