

The Nonprofit Leadership Program at the Staley School of Leadership Studies is seeking an undergraduate student coordinator to assist in administration of the program activities—with a focus on student services and recruitment.

The Nonprofit Leadership Program consists of two certificates (graduate and undergraduate) and develops an individual's leadership capacity to better work, serve and lead in nonprofit organizations. Drawing from leadership development theory and best practices, graduates gain tangible skills in understanding the nonprofit sector and the unique considerations of leading within it. In addition to coursework, the program offers a variety of professional development opportunities, service events, networking, guest speakers, and nonprofit tours to enrolled students.

Qualifications

- Student in good standing at Kansas State University
- Student in the Nonprofit Leadership Program
- At least 2 semesters remaining at K-State, graduating no sooner than Spring 2025
- Passion for the nonprofit leadership program and familiarity with program requirements
- Excellent written and verbal communication skills
- Ability to work independently; take initiative
- Interest in recruitment initiatives and event planning

Time Commitment and Work Hours

- 10-15 hours per week during the academic year
- \$12.00/hour
- Training to begin Spring 2024

Responsibilities

Assist in administration of the CNPL, specifically events and recruitment programs.

To include:

- Plan and execute events including guest speakers, trips, celebration events, alumni visits, etc.
- Work collaboratively with nonprofit and PR staff to produce promotional materials and advertise the events
- Speak in courses and/or club meetings to represent the program to a larger audience
- Brainstorm creative avenues to recruit new students to the program
- Serve as an ambassador for the program at events and activities

How to Apply

Please send the following to Chance Lee, (chance@ksu.edu) by **FRIDAY, APRIL 5**

- Updated Resume
- Cover Letter addressing how your interests and past experiences fit this role

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