



metrochamber

SACRAMENTO METROPOLITAN  
CHAMBER OF COMMERCE

# Program Specialist, Sacramento Metro Chamber Foundation

**Reports To:** Executive Director, Sacramento Metro Chamber Foundation

**F.L.S.A.:** Exempt

**Last Revised:** 11/07/2017

The Program Specialist is responsible for coordinating programs that support the Metro Chamber Foundation's strategic objectives, including the program management and oversight of the Metro Chamber Foundation's partnership with Mayor Steinberg's youth employment initiative, Thousand Strong, and Metro EDGE, the Metro Chamber Foundation's young professionals network, and other established Foundation programs.

## Requirements:

- Minimum 2-3 years professional experience in the non-profit sector
- Strong organizational and administrative skills with the ability to manage multiple projects simultaneously
- Exceptional customer service, interpersonal, and communication (written and oral) skills
- Exceptional standard of professionalism required for ongoing collaboration with external partners
- Ability to successfully communicate with internal staff and volunteer leadership
- Ability to work in a fast paced, demanding atmosphere
- Flexibility and ability to meet unusual or long hours
- Proficient knowledge of MS Office suite software (Word, Access and Excel)
- Desired knowledge of digital media tools (Word Press, Social Media Channels)

## Specific Responsibilities include:

- Daily oversight and management of the Metro Chamber Foundation's partnership with Mayor Steinberg's youth employment initiative, Thousand Strong; specific tasks include but are not limited to internship timecard approvals, coordination with worksite supervisors, coordination with payroll services and administration, coordination with case managers and training organizations, ongoing compliance assessment, coordination with Mayor Steinberg's office, supporting grant reporting and impact evaluation
- Regular review of the Thousand Strong onboarding and exiting process; identifying opportunities for streamlining and process improvements
- Weekly support of the Metro EDGE program; specific tasks include but are not limited to membership renewals and fulfillment, supporting volunteer leadership and maintaining alignment with Metro Chamber initiatives and objectives, event coordination including venue contracting, event set up and tear down, maintaining calendar/timeline for annual events, sponsorship activation, assessing and updating marketing materials



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- Support the day-to-day aspects of the Metro Chamber Foundation's activities working cooperatively with the Executive Director and Senior Manager of Foundation Programs
- Assist with research and maintaining an annual list of fundraising and grant opportunities
- Represent the Metro Chamber Foundation at external events and on community planning committees when appropriate and in support of developing the Foundation and its programs
- Foundation staff are employees of the Sacramento Metro Chamber and as such may be called upon to provide staff support of Chamber programs
- Support the administrative needs of the Foundation's Executive Director as required
- Other duties as assigned

**Physical Demands:**

May be required to occasionally stand for long hours while assisting with Metro Chamber programs and events. Must be able to lift 20 pounds.

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibility from time to time, as needed.

**To Apply:**

Please submit resume and cover letter to Gail Maciel ([gmaciel@metrochamber.org](mailto:gmaciel@metrochamber.org)) by Monday, December 4<sup>th</sup> at 5:00 PM.

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*Established in 1895, the Sacramento Metro Chamber helps the region's businesses grow and prosper by focusing on providing resources and information businesses need and by serving as the region's leading business advocate on important issues that guarantee long-term economic strength for the region.*

*The Sacramento Metro Chamber is the largest, oldest and most prominent voice of business, promoting economic strength in the greater Sacramento area. Representing nearly 1,800 member businesses and business organizations in the six-county Sacramento region, the Metro Chamber serves as the region's leading proponent of regional cooperation and primary advocate on issues affecting business, economic development and quality of life.*