

Auxiliary Programs Coordinator

Title: Auxiliary Programs Coordinator
Department: Auxiliary Programs
Job Status: Full time, Non-Exempt, 12 month calendar year
Reports to: Director of Auxiliary Programs
Travel: None

POSITION SUMMARY:

The Coordinator of Auxiliary Programs supports the Director of Auxiliary Programs by executing all facets of Auxiliary Programs, including all Porter's Center for Global Leadership (PCGL) summer camps, facility rentals, PCGL year-round programming, professional development conferences and workshops, consulting initiatives, strategic partnerships and other programs as identified. This includes logistical support, optimization of workflows ensuring that they are efficient and effective, managing external constituent relations and interdepartmental collaborations, researching, planning, and further development of current and new programming, as well as taking the initiative to continuously improve Auxiliary Programs at Miss Porter's School.

ESSENTIAL FUNCTIONS:

- Support program development and administrative functions for all of Miss Porter's Auxiliary Programs.
- Serve on a team working closely with the Director of Auxiliary Programs and the Director of Summer Programs supporting the Auxiliary Programs strategic initiatives including PCGL's Summer in Farmington, day camp as well as other future programming.
- Manage database software, develop and oversee the registration and enrollment processes, keep accurate records and provide up-to-date reporting of all auxiliary programs.
- Support marketing, advertising, and promotional efforts of all programs and activities.
- Support and assist the Director of Auxiliary Programs in formulating and implementing policies and procedures.
- Support the Director of Auxiliary Programs and other team members to deliver the highest quality programming possible.
- Manage campus rental lodging operations including but not limited to maintenance, cleaning, inventory, events, and guest room assignments.
- Provide onsite event coordination for all facility rentals.
- Liaise with the Director, Facilities Coordinator, Campus Safety, facility staff, dining services, event organizers, custodial staff and others as needed to ensure effective and professional event management.

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- Manage day-to-day logistics of facility rentals and on campus programming, including but not limited to parking, camper drop off/pick up, keycards, tech needs, lunch waves, scheduling, and coordinating response to emergent needs.
- Works directly with all departments on campus to support and ensure smooth facilitation of all Auxiliary Programs.
- Assist with the brainstorming, research and development of new programs.
- Assist the Director with planning for future Auxiliary Programming, including but not limited to market research, drafting planning documents and slide decks, coordinating surveys and using backward design to assist in creating new programming.
- Other duties as assigned.

QUALIFICATIONS:

- Demonstrates an understanding of and supports the mission of Miss Porter's School.
- Strong organizational skills and attention to detail.
- Excellent interpersonal and communication skills with strong customer service orientation.
- Ability to work with a team and independently, including autonomous decision-making.
- Experience and competence with prioritizing projects in an increasingly fast-paced work environment.
- Ability to navigate various web-based applications and databases.
- Proficient and familiar with using Google Workspace and CampBrain.
- Exhibits enthusiasm, patience, self-control, punctuality, and a sense of humor.
- Possesses intrinsic motivation to meet high standards and improve upon each project you work on.
- Possesses a creative, innovative mindset; enthusiasm for brainstorming, problem-solving, and optimizing the Auxiliary camp, program and/or rental experience for all, including staff.

PHYSICAL CONDITIONS:

- Sitting at a desk and using a computer.
- Time spent standing/walking. Ability to navigate campus.
- Ability to lift up to 25 pounds and ability to set up materials for events.
- Potential for evening and weekend hours.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Miss Porter's School is an Equal Opportunity Employer. Interested candidates should send a resume, cover letter and references electronically to careers@missporters.org. Please include "Auxiliary Program Coordinator" in your subject line.