

Program Coordinator, Office of YMCA Relations

Graduate Associate

The Office of YMCA Relations embodies the core values of the YMCA Movement Spirit, Mind and Body. The Office of YMCA Relations also carries the values of the Humanics Philosophy. The Graduate Associate will be supporting the Office of YMCA Relations with planning, travel, program implementation, recruiting YMCA club members, special events, the National YMCA Hall of Fame and all other related YMCA work.

Primary Responsibilities:

- Program development & Implementation for the Office of YMCA Relations
- Lead and supervise Healthy Kids Day volunteer sites
- Work and Collaborate with other departments and divisions on campus
- Assist in the programming within the National YMCA Hall of Fame
- Be a dynamic and creative team member for the Office of YMCA Relations
- Attend conferences and service trips with students as needed

Secondary Responsibilities:

- Data entry
- Event management and hospitality services with outside groups and guests
- Creating marketing marketing materials
- Upkeep of social media accounts
- Support the General Assembly of YMCAs

Qualifications:

Completed bachelor's degree; experience in a co-curricular (paid or volunteer); presentation skills; strong communication skills; desire to work in a non-profit environment; experience working with YMCAs

Available Positions: 1

Stipend: \$7,800

Tuition Waiver: 18

Faculty Contact: Charlene Elvers

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