



## Position Description

<b>Position Title:</b>	<b>Production Assistant (BRCLP)</b>
<b>Reports To:</b>	<b>Sr. Training &amp; Curriculum Design Manager</b>
<b>Date of Last Revision:</b>	<b>January 2010</b>
<b>FLSA Status:</b>	<b>Non-exempt; Full-Time</b>

### Position Summary:

Provides advanced administrative support to all leadership programs, primarily the Reservation Community Leadership Program (BRCLP). This includes supporting program development and design, as well as ensuring program logistics are met and preparing high quality materials.

### Essential Accountabilities:

#### **Blandin Reservation Community Leadership Program (BRCLP)/ Blandin Community Leadership Program (BCLP)/ Leadership in Ethnically Diverse Communities (LEDC)/Academy for Advancing Communities: Working Across Differences/ Alumni Follow-up**

1. Coordinates program and design materials including, but not limited to the following:
  - Responsible for implementation of layout and design of high quality educational and training materials which effectively achieve the program's learning outcomes as described by the Sr. Training & Curriculum Design Manager and/or design team lead.
  - Responsible for documenting revisions during design process.
  - Communicates verbally and in-writing with participants on an on-going basis to ensure that needs, expectations, and concerns are being met and addressed.
  - Responsible for communicating details and logistics to consultants via both written and verbal communication methods.
  - Responsible for timely and accurate assembly and delivery of program training materials to training sites.
  - Coordinate with and provide limited assistance to consultants regarding specific program needs.
  - Communicates with recruitment staff as necessary to ensure full team attendance at leadership programming. Creates and distributes evaluation summaries for all programs to Program Director, Sr. Curriculum Designer and appropriate consultants.
  - Initiates and compiles six-week follow-up surveys and goal report reminders.
  - Works with Sr. Training & Curriculum Design Manager on compiling and maintaining program feedback, assessment, and evaluation pieces.
2. Maintains confidential participant information.
3. Provides advanced administrative, word processing and database support to all leadership staff as assigned with special attention given to the alumni follow-up.
4. Provides advanced administrative support to the BRCLP Advisory Committee.
5. Maintains leadership calendar updates for internal staff and consultants.

6. Responsible for documenting job and work flow.
7. Participates in organizational and leadership teams as assigned.

**Supervisory Responsibilities:**

None

**Education and/or Experience:**

- Formal preparation—a four-year degree (or an equivalent) in a related field
- A minimum of five years related experience including secretarial and/or administrative support experience.
- Program and/or project coordination experience.

**Other Skills & Abilities:**

- Proficiency with PC computer applications including word processing, database management, accounting/spreadsheets and presentations software applications.
- Good verbal and written communication skills and excellent telephone etiquette.
- Excellent interpersonal skills
- Ability to prioritize multiple duties and work within strict time frames
- Self-directed, and detail-oriented
- Excellent organization, decision making and problem solving skills.
- Ability to work independently with minimal supervision.
- Must be proactive in assisting with program management
- Basic budgeting, accounting and financial knowledge
- Willingness to work in a team environment
- High level of interpersonal communication skills.
- Ability to support organization values and operation principles.

**Typical Physical Requirements for the Position:**

- Sitting daily 4-8 hours, standing up to 4 hours occasionally.
- Occasional lifting and carrying up to 45 lbs.
- Frequent repetitive motion of hands, fingers, wrists (keyboard usage) for several hours per day.
- Minimal travel required

**Qualified candidates should submit a resume, cover letter and references to:**

Shari Undeland  
Human Resources Assistant  
100 N Pokegama Avenue  
Grand Rapids, MN 55744  
application@blandinfoundation.org

Deadline for applications is January 19, 2010 or until position is filled.