

LAUNCH

REGISTRATION AND DATA COORDINATOR

ABOUT US

Launch Leadership is a volunteer-powered nonprofit, passionate about helping middle and high school students discover themselves through immersive, experience-based leadership training. We serve approximately 2,000 students throughout the year during our five-day Summer Leadership Workshops (currently hosted in Wayne, NE), Leadership Retreats, and other year round services.

JOB SUMMARY

The Registration & Data Coordinator will manage student registrations for Launch events, primarily our Summer Leadership Workshop, as well as coordinate, analyze and organize data regarding our Volunteer Staff to optimize our retention and effectiveness. We're looking for a detail-oriented, highly-accurate data lover with plenty of interpersonal skills.

DAY-TO-DAY

WORKSHOP REGISTRATION (70%)

- Manage the process of delegate registration, comprising of approximately 900 students.
- Work with the Communications and Workshop Directors to identify seamless front/back facing process that ensures a smooth student experience from initial online registration to follow-up and through check-in.
- Build out and train a team of Launch Volunteer Staff members to support this effort.
- Duties include: fielding parent/school questions and follow-up communications, managing registration system, coordinating communications with students/families/schools, and processing refunds or manual payments.
- Help Curriculum and Workshop Directors facilitate printing and distribution of staff manuals

INFORMATION MANAGEMENT (30%)

- Collect demographic information on student data; specifically data that can be used for grant applications
- Keep track of active staff members (staff members who have lead a service or been to an all-staff meeting in the past 2 years)
- Collect demographic information on staff data
- Gather retention data (i.e. track Staff classes and assess trends in retention)

- Manage/activate the data portion of any research projects as per the vision of the Leadership team (Directors and Launch Board).

COMPENSATION/BENEFITS

- This is a part-time position ideally suited for a student with day time availability.
- 10-hours/week in the Launch office is required from January — July, but more flexible hours may be negotiated during the rest of the year.
- Compensation: \$500/month or \$6,000/annually.
- Need for position will be re-evaluated annually at the discretion of the Executive Director

OUR CORE VALUES

We're FOR REAL – It may seem impossible that this many people have so much enthusiasm for empowering young leaders, but it's not. The Launch Volunteer Staff's passion for what we do is entirely genuine, and we inspire that same earnestness in the students we work with.

We're in it TOGETHER – We know that everyone has something to contribute, so we make space for everyone at the table. Everything we've done and will go on to do is the result of our unfailing recognition of each individual's potential and sheer, steady teamwork.

We're RELENTLESS – Vision? Check. Motivation to see it through? You bet. For us, it's not enough to have a great idea. We have to make it happen. Our staff is constantly innovating in order to build up not just our organization, but our students and each other too.

We're CONTAGIOUS – We don't just keep that metaphorical fire—we spread it. Our enthusiasm for the organization is something we need to share, and, once we do, we find that enthusiasm for Launch is something others want to experience for themselves.

Ready to apply?

1. Send your resume and cover letter to stacy@launchleadership.org by Sun., Jan 13 at 5:00 p.m.
2. As part of your cover letter, select one of the core values above you most resonate with. Explain why.

