

---

## MISSION

Leadership Montgomery County (LMC) is a 501(c)3 nonprofit organization dedicated to preparing emerging and existing leaders to understand local issues, grow their leadership skills, and connect with others to better serve Montgomery County.

---

## ABOUT THE POSITION

**Job Title:** Program Assistant

**Reports To:** Executive Director

**Typical Workdays & Hours:**

Monday – Friday; flexible

**Approximate Hours Per**

**Month:** 20-30

## PROGRAM ASSISTANT

### JOB OVERVIEW

Leadership Montgomery County (LMC) is seeking a creative, detail-oriented, organized individual to assist with the operations of the nonprofit organization. The Program Assistant is responsible for assisting with the managing of Leadership Montgomery County's social media, and external communications as well as the execution of class days and alumni programs ensuring consistency with LMC's strategy, commitments, and goals. This position plays a key role in assisting with activities and functions to ensure that these are conducted in accordance with specifications.

### QUALIFICATIONS

Bachelor's degree preferred. Experience in nonprofit, marketing, accounting or related field is preferred; equivalent work experience in lieu of a degree will be accepted where appropriate. Knowledge of Montgomery County and nonprofit sector preferred.

- Proficient in word processing, spreadsheet, and presentation software
- Excellent communication and collaboration skills
- Proactive thinker who identifies issues and proposes solutions
- Flexible and able to adjust to sudden changes in the organization and workload
- Possesses integrity and able to manage information in a confidential manner
- Ability to work independently, manage multiple projects and adhere to project scope and deadlines in a detail-oriented manner

### RESPONSIBILITIES

- Maintains LMC's membership database and calendars
- Assists in planning and preparing materials for meetings and events
- Monitors and manages content for social media accounts (Instagram, Facebook, and LinkedIn) and generates monthly social media analytics reports
- If requested, attends committee meetings with program staff, alumni, and Board of Directors
- Assists with updates to the Leadership Montgomery County website (WordPress)
- Proficient with Google Workspace (Docs, Sheets), YouTube, and Canva
- Available some evenings/weekends for events

Please submit resume to: [Info@LMCTX.org](mailto:Info@LMCTX.org)

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, or veteran status.

---