

Training Coordinator

This position is responsible for all aspects of educational training program development for XYZ members. The XYZ Training program is intended to be a revenue generating operation for the Association.

Research: Research and develop potential training programs, both individual and series, that are suitable for individuals in the industry. Work with other members of XYZ staff; consult periodicals and national resources to probe for meaningful programs.

Delivery: Work on most effective means of delivery of program content utilizing current facilities, remote locations, or online opportunities.

Speakers: Work to locate, prepare and manage speakers suitable for program content. Utilize current staff and other available paid and unpaid speakers.

Promote: Create promotion material for all Training programs. Work with communications staff to ensure delivery of promotional material.

Manage: Maintain active schedule of association educational program. Manage registration and confirmations of attendees. Prepare monthly educational billing for processing by the accounting department. Direct activities in Association training room. Maintain XYZ promotional display in office. Track status and success of each individual seminar or educational experience.

Job Requirements

Education, training, experience:

Necessary Skills: Position requires knowledge of Microsoft Word, Access, & Excel and Adobe In-Design. Office and communications experience required.