

Program Coordinator

POSITION SUMMARY:

The Program Coordinator is an appointed position of the Chapter whose responsibility is to serve on the Program Committee and assist the Program Director by coordinating, delegating and overseeing the logistics of programs sponsored by the chapter.

TIME COMMITMENT:

Term: One year

Estimated Time Requirements per month:

- Attending assigned committee meetings: 1 hours plus travel (when applicable) and preparation time
- Attending monthly chapter meetings via conference call: 1 hr. plus preparation time
- Attend to weekly project work: Avg. 1-3 hrs./week

RESPONSIBILITIES:

- Building and nurturing relationships with local organizations to ensure a pipeline of venues for future events,
- Securing space for events,
- Managing registration/reception at events,
- Coordinating/confirming catering/event planning for programs and events,
- Coordinating/confirming travel arrangements for speakers,
- Coordinating/securing materials for programs: copies, facilitation tools ("McGuyver Box"), program materials, obtaining signage/banners/brochures
- Capturing highlights/follow-through notes and anecdotal data for SIG's to share with Program Director
- Coordinating Logistics for communicating events/programs with Marketing/Communications Director
- Serving as the liason to the TPC for the annual program

QUALIFICATIONS & REQUIREMENTS:

General Qualifications:

- Must have the time available and commitment to fully participate in all board functions
- Attends and participates in monthly board meetings and Chapter programs as available
- Participates in other chapter events, committee meetings, and conferences as available
- Represents chapter professionally and ethically in all business functions/organizational activities

Skills Qualifications:

- Must be a National member of ATD (or have a willingness to become a National member upon election to the board) and a member in good standing with the local Chapter
- Base knowledge of (or keen interest to learn about) tech platforms including: Google Apps (group collaboration and document sharing tools), Wild Apricot (open source web-authoring tools), Zoom HD (teleconferencing tools), Survey Monkey, and various social media platforms
- Skilled in written and verbal communication, personal interaction and problem-solving



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- Ability to plan, organize and execute activities as required by the position
 - Ability to complete projects within established time frames
 - Ability to delegate tasks and monitor follow-through
 - Has a willingness to advocate for the Chapter

BENEFITS:

- Discounted national membership - \$149 instead of \$199
- Access to resources from National ATD
- Access to a network of local L & D professionals
- Opportunity to expand your current skillset by serving as a Chapter leader
- Opportunity to advance the field of learning and development in Vermont

ATD Resources:

[Chapter Relations Manager](#)

[National Advisors for Chapters \(NAC\)](#)

[Chapter Operating Requirements \(CORE\)](#)

[Sharing Our Success \(SOS\)](#)

[Chapter Leader Community \(CLC\)](#)

[Leadership Connection Newsletter \(LCN\)](#)

[Toolkits](#)