



POSITION DESCRIPTION

Position title	Program Coordinator
General description	Support the Director of Education in education-related efforts and act as a liaison to ASPET's ten divisions
Reports to (title)	Director of Education
Department	Education
Status	Non-exempt, 37.5 hours per week

Major Duties and Responsibilities		
Rank	Duty/Responsibility	Percentage of time
1	<p>EDUCATION SUPPORT</p> <ul style="list-style-type: none"> Provide support for education programming, including scheduling events, development of meeting materials, and communication with members Assist with program development and expansion of existing efforts, including tracking progress and reporting on progress Create, update, and maintain database records, including the management and tracking of program participants Carry out recommendations for regular program evaluation and assessment Provide support during the annual meeting, including, session logistics, development of event materials, communication with participants, and post-meeting follow-up Coordinate receipt and processing of applications to ASPET travel and poster awards and ASPET-funded fellowship and internship programs Provide administrative support including financial request documentation, awards administration, mailings, and drafting meeting minutes 	50%
2	<p>DIVISION LIAISON</p> <ul style="list-style-type: none"> Provide meeting support for division executive committees, including regular teleconference scheduling, distribution of meeting materials, and communication with members; act as a liaison between division executive committees and staff Coordinate division activities such as annual elections, committee reports, conference programming, and other events as requested Maintain division records and documents, including standard operating procedures, committee rosters, and meeting minutes; ensure alignment with best practices Work with the marketing department to ensure that division news updates, webpages, and social media are kept up to date; coordinate sponsorship and email requests Facilitate communication across divisions in coordination with division leadership and communication officers Organize and host informational webinars and meetings for division leadership 	50%



Incumbent is expected to perform other duties as assigned in support of organizational goals and the Society’s strategic plan, including travel to and support at the Society’s annual meeting.

Positions may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.

Position requirements

Required skills and abilities:

- Ability to establish and maintain effective working relationships with colleagues and superiors
- Ability to deal tactfully and diplomatically with members
- Ability to work effectively both independently and as part of a team
- Ability to effectively manage multiple tasks with competing deadlines simultaneously
- Excellent written and verbal communication skills
- Excellent organizational skills

Required experience:

Minimum of 2 years of experience in program support position(s), which may include office administration.

Desirable experience:

Previous experience with non-profit organizations is a plus, particularly in the context of working with volunteers

Experience with data management via Access or related platforms is also desirable

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
None			

Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert	
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system)	Minimum Proficiency
	High school		Organizational Skills	B
	Prof/technical		Written and Verbal Communications Skills	C
	College courses		MS Word	C
X	Bachelor’s degree	Natural or Social Sciences, Education, Communications, Liberal Arts	MS Excel	C
	Master’s degree/ Ph.D.		PowerPoint	B
	Other		Access or similar database management tools	B



	Position	Department/Organization	Purpose of contacts
Internal and External Relationships	Director of Education	ASPET	Provide information, materials, and assistance as requested. Obtain guidance and direction on projects.
	Executive Director	ASPET	Provide information, materials, and assistance as requested. Obtain guidance and direction on projects.
	ASPET Division Leadership and Members	ASPET	Provide information, obtain input, and coordinate division activities.
	ASPET Staff in other departments	ASPET	Exchange information, collaborate on projects, and coordinate activities.

Working Conditions	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none"> Occasionally requires lifting materials of approximately 20 lbs. Requires computer work involving extensive use of keyboard, mouse and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> Dayshift hours primarily Occasional travel expected Travel and other work related assignments on weekends are possible.