

Training Coordination Position Description

@ 03-21 -2022

General

Association and Society Management International (ASMI) is in Falls Church, VA and serves 10 not-for-profit organizations. Industries include trauma, emergency medical services (EMS), homeland security/emergency management, ballistics, and manufacturing trade associations.

This position is for an EMAP Training Coordinator requiring an energetic, customer-service-oriented individual, capable of multi-tasking to provide service to clients and project management to association clients. This position manages EMAP's training activities and programs both on-site and virtually and interacts with members of the EMAP staff team as well as selected ASMI colleagues. This position is responsible for curriculum development and delivery of Standards-based training along with monthly showcase webinars. The role is a permanent, full-time benefitted position serving EMAP with the potential to provide occasional specialized services to other ASMI clients.

Salary

Commensurate with experience. Full-time, permanent position.

Reporting

The position reports to EMAP Executive Director Nicole Livingston

Specific Tasks

Estimated
annual hours:

Curriculum Development

1100

- Develops and coordinates training curriculum and materials for participants and facilitators in classroom and virtual web course instruction. Provides assistance and support for facilitators and participants in training materials and application.

Data Collection and Database Maintenance

- Maintains database of training participants and subscriptions and organizes electronic subscriptions, surveys and data collection on training.

300

Special Projects

- Serves as liaison for special projects pertaining to assessment activities associated with a Program's effort towards assessment and accreditation.

240

Accounting Department

- Provide assistance as needed such as reconciliation of monthly AmEx charges and assist in the generation of Program invoices. Works with ASMI personnel on the tracking of training registrations, invoices, payments, and certifications related to training.

100

Specific Tasks	Estimated annual hours:
Committee Coordination	60
<ul style="list-style-type: none"> • Assists with the staffing of the Training Focus Group. Coordinates all activities of the training program and prepares reports for the Commission meetings. 	
Other	250
<ul style="list-style-type: none"> • Other projects support as assigned may include member support, marketing projects, IT management, website, corporate culture special projects and others according to employee's skillset. 	
Total	2,050

Annual hours indications for each task are estimates, and assignments may be adjusted. Full-time ASMI employees are expected to work 40-45 hours per week. (50 weeks x 42.5 hours = 2,125).

Professional Accountability

- Enter work time in 15-minute increments using ASMI web-based time-tracking system (currently Replicon) utilizing task and activity labels and comments fields.
- Submit timesheets by close of business on Friday of each week unless work is planned for Saturday and no later than noon on Monday when weekend work obligations occur.
- Submit travel and expense reimbursement forms to include applicable allocation codes no later than 30 days post-travel conclusion or expense incurrence.
- Consult supervisor as soon as competing priorities threaten the completion of one or more tasks by the established internal or external deadline.
- If the position is eligible for telecommuting: notify supervisor about short-term absences during normal business/scheduled hours that are due to travel or not associated with vacation, sick, or other leave requests.
- Maintain client work documents on the shared drive per ASMI's document retention policy; regularly transfer files that might have been drafted offline / on individual desktop.
- Conform to all ASMI Policies & Procedures as defined in the Employment Manual.

Job Requirements

- A Bachelor's degree is required along with relevant work in emergency management or association management.
- Candidate must be extremely well-organized and task-oriented and be accurate with an attention to detail. Must be comfortable with multi-tasking and be able to adjust to shifting priorities. Must be able to work with limited supervision and successfully within a team.
- Experience with proposal development is a plus.
- Candidate also must be able to use Microsoft Office Suite software including Outlook, Word, PowerPoint, and Excel.
- Experience with Association Management Systems (AMS) or other complex databases is a plus. Be able to rapidly learn and use new software.
- Experience with audio-visual equipment and applications is preferred.

- Excellent communications skills including writing skills are necessary.

Contact

Nicole Ishmael Livingston, nishmael@emap.org