



EVERGREEN

Council on Problem Gambling

POSITION ANNOUNCEMENT
January 2012
Training and Event Coordinator
Olympia, Washington

Position Information: 24-40 hours/week

Closing Date: February 1, 2012 at 5 pm

To Apply: Submit Cover Letter and Resume to:
Evergreen Council on Problem Gambling
Attn: Training Coordinator Search
1929 Fourth Avenue East
Olympia, WA 98506

Application materials must be RECEIVED by 5 p.m. on the closing date.

GENERAL PURPOSE: The Training and Event Coordinator is responsible for assisting with Evergreen Council on Problem Gambling training and workforce development activities, including annual conferences, workshops, legislative forums, Speakers Bureau, webinars, and other training programs. This position will create and implement a system for evaluating and measuring the effectiveness of all training activities which results in continuous improvement and program evolution. The Training and Event Coordinator must understand the Evergreen Council on Problem Gambling's mission, vision, goals, and purpose and will represent programs to clients, participants, and/or members of the public, and perform specialized technical/clerical duties in support of program activities. This position reports directly to the Program Manager.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Assist Director with meeting/conference site search, hotel RFP preparation/distribution, speaker and vendor contract negotiations, travel coordination, rooming lists, welcome packets, exhibitor needs, budgeting and savings tracking, organizing/archiving meeting data/files, onsite facility and logistical management, catering and audio-visual coordination, onsite staffing, conference/meeting materials development, invoice/fee reconciliation, and post-conference evaluation.
- Maintain thorough records of speakers bureau, presenters, and training/conference attendance and oversee the Council's professional development scholarship program.
- Oversee Continuing Education applications and requirements.
- Maintain communication with and arrange travel and transportation for presenters.
- Assists in preparing a variety of publications, materials, and programs for training events.

- Organizes and oversees training event planning committee meetings, including taking and distributing minutes and updating committee rosters.
- Recruit and supervise volunteer staff for conferences.
- Expected to be onsite for the entire training event, conference, or workshop to oversee set-up, signage, audio/visual needs and to troubleshoot any issues that may arise.
- Work with program participants, staff, representatives of outside organizations and/or members of the public in defining needs and planning, designing, and developing specialized program activities; monitor and track participant eligibility and participation in program activities.
- Monitor timelines for multiple events.
- Assist in developing positive relationships with ECPG members, training participants, instructors, and sponsors.
- Participate actively in the strategic planning process for all trainings and events to ensure continual improvement and quality customer service.
- Recommend and create solutions and/or changes to existing programs to improve the effectiveness of training.
- Perform other related duties as required or assigned by the Director and Program Manager to contribute to the overall success of the Council in meeting the needs of our constituents.

MINIMUM QUALIFICATIONS:

Education and Experience:

A Bachelor's degree and two years of responsible meeting/conference planning or training program experience. Bachelor's degree preferably in marketing, public relations, hospitality management, business, or communications. Must be detail-oriented, organized, energetic, hard-working, articulate, and have strong communication skills. The ideal candidate must demonstrate the ability to multi-task and be responsive to customer needs. Proficient in Microsoft Office, extensive knowledge of Excel and PowerPoint, and enjoy working with Web-technology.

Required Licenses or Certifications:

- Must possess a valid Washington Driver's License.

Required Knowledge of:

- Exceptional organizational skills with demonstrated ability to plan and prioritize diverse and detailed tasks and handle multiple assignments in a fast-paced environment with tight deadlines.
- Processes for developing and administering budgets.
- Flexibility and strong interpersonal skills to work effectively with and meet the needs of diverse groups.
- Demonstrated experience in providing successful training programs.
- General knowledge of hotel operations, meeting facilities, caterers/food service functions, and transportation services is helpful.
- Experience scheduling travel arrangements in and out of state.
- Strong writing, editing, and communication skills.

Required Skill in:

- Direct work in special event or conference planning
- Developing a project budget and monitoring expenditures
- Establishing and maintaining effective working relationships with staff, community organizations, businesses, the media, government and industry members, and the general public
- Maintaining a high level of accuracy in preparing and entering information
- Proficiency in Microsoft Office Suite, including Excel, Outlook, PowerPoint, and Word

- Writing, speaking, and listening effectively
- Attention to detail and high level of accuracy
- Meeting strict deadlines and maintaining a cool professionalism under pressure
- Prepare coherent and meaningful reports
- Time management
- Prioritizing and managing multiple projects simultaneously, and follow through on issues in a timely manner
- Willing and able to take ownership of issues and follow through to resolution
- Able to work in a dynamic, team-oriented environment as well as to work independently and be self-directed
- Respond to sensitive matters and/or situations with discretion, tact, and confidentiality

Physical Demands/Work Environment:

- Some travel is required, as is attendance at both daytime and evening functions to oversee all aspects of the meetings and to ensure that quality service is provided.
- Subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 50 pounds.