



POSITION ANNOUNCEMENT
October 2024
Training Event Coordinator
Olympia, Washington

Position Information: 40 hours/week (1.0 FTE) Hourly Overtime Eligible

Closing Date: First Review: November 5, 2024 / Open Until Filled

To Apply: Submit Cover Letter and Resume to:
Evergreen Council on Problem Gambling
Attn: Training Coordinator
1821 Fourth Avenue East
Olympia, WA 98506

GENERAL PURPOSE: The Training Event Coordinator is responsible for assisting with Evergreen Council on Problem Gambling (ECPG) training and workforce development activities, including conferences, workshops, legislative forums, speakers bureau, webinars, therapeutic justice development, and other training programs for ECPG and its partners across the country. They will create and implement a system for promoting interest in training for a variety of audiences – including training for treatment providers and responsible gaming training for gaming industry employees. The Training Event Coordinator must understand ECPG’s mission, vision, goals, and purpose and will represent programs to clients, participants, and/or members of the public, and perform specialized duties in support of program activities.

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 duties to meet the ongoing needs of the organization.*

- Assist Director and Event Manager consultant with meeting/conference site search, hotel RFP preparation/distribution, speaker/vendor contract negotiations, exhibitor needs, budget 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 for multiple events.
- Oversee Continuing Education applications and requirements.
- In partnership with the Prevention and Community Engagement Specialist, Responsible Gaming Consultant, and other ECPG Staff and Board members, develop Legislative Forums and advocacy programs for problem and responsible gambling.
- Recruit and oversee the work assignments for any volunteers assisting with Training Events/Workshops.
- 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 hours and schedule to vary depending on training event.
- Recommend and create solutions and/or changes to existing programs to improve the effectiveness of training.
- Perform other related duties as required or assigned to contribute to the overall success of the Council in meeting the needs of our constituents and partners.
- Use platforms for creation of meeting registration sites.
- Collaborate with stakeholders/partners to provide professional learning opportunities.

- Analyze education and training needs of ECPG and Partners; identify workshops, webinars, conferences and other offerings that meet these needs.
- Under direction, work with Deputy Director and Communications Manager, support Live, On-Line, and Self-Directed Learning Management Courses and User/Member Management, including logins, registration, creating user groups and learning cohorts, managing course enrollment, generate user reports and live training learner tracking.

MINIMUM QUALIFICATIONS:

Education and Experience:

A Bachelor's degree and two years of experience in planning meetings/conferences or training programs or equivalent combination of education, training, and 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 Suite, extensive knowledge of Excel and PowerPoint, and enjoy learning and using new technologies.

Required Licenses or Certifications:

- Must possess a valid Washington Driver's License.

Required Knowledge and Skills:

- Flexibility and strong interpersonal skills to work 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
- Knowledge of instructional design tools including learning management systems and virtual meeting/webinar platforms
- Skill in the use of social media to encourage participation
- Direct work in special event or conference planning
- Ability to multi-task several projects at one time in a fast-paced environment with flexibility to adapt to quickly changing priorities
- Strong organization and project management skills
- Strong problem-solving skills
- Strong communication skills
- Establishing and maintaining effective working relationships with staff, community organizations, businesses, media, government and industry members, and the general public
- Attention to detail and high level of accuracy
- 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 (30%-50%) is required in and out of state, as is attendance at both daytime and evening functions to oversee all aspects of the conferences, workshops, meetings, etc. and to ensure that quality service is provided.
- Subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 35 pounds.

BENEFITS: Medical, Dental, Vision, 403(b) with Employer Contribution, Vacation, Sick Leave, Personal Leave and Paid Holidays, and some remote work opportunities after full-time employment for six months.

EVERGREEN COUNCIL ON PROBLEM GAMBLING IS AN EQUAL OPPORTUNITY EMPLOYER