



POSITION DESCRIPTION

Job Title: Education Coordinator

Reports To: Director of Education & Events

Job Purpose: To perform staff assignments independently and at the direction of the Director of Education & Events.

Core Responsibilities

- Provides logistical support to educational programs of MHA Academy:
 - Develops online registration materials; assists in coordination of meeting facility arrangements; handles speaker contracts if necessary; reviews program evaluations with Director of Education & Events
- Uses event management database software to set up and manage online registration for Annual Convention, Health Summit and all other educational offerings.
 - Maintains vendor database for trade shows; assigns vendor booths; acts as primary contact with vendors.
 - Maintains speaker database for each conference; sends out and tracks return of speaker contracts; coordinates travel arrangements and logistics for conference speakers.
 - Creates, collects/compiles evaluations
 - Sets up distance learning webinars: Registration, dissemination of flyers and information, troubleshoots member issues; tracks participation; seeks partnership opportunities with other state associations.
 - Assists with venue logistics as directed by Director of Education & Events.
 - Develops marketing flyers and brochures as directed by Director of Education & Events.
- Assists Director of Education & Events with the MHA Board Education and Member Development Committee, which has responsibility for conference/education program planning and fee development for the association: arranges space; calls meeting; assists with agenda and materials; takes and distributes minutes.
- Maintains updated list of officers for Affiliated Societies.
- Provides support to Civil Money Penalty contract activities which may include, but are not limited to, creating and sending marketing materials, arranging and staffing meetings, setting up registration process and registering participants, monitoring program completion, collecting data, etc.
- On occasion, provide back up for administrative pool for essential daily operations to ensure superior customer service.
- Performs other duties as assigned by the Director of Education & Events, the President or his designee as appropriate and pertinent with the role in organization.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Individual must be able to organize work tasks and manage own workload time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

One year certificate from college or technical school and 2-3 years related work experience in event planning and/or project coordination, or equivalent combination of education and experience.

Language Ability

Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry; must have understanding of budgeting process and working within an established budget.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Identifies and resolves problems in a timely manner. Ability to deal with problems involving several concrete variables in standardized situations. Uses reason even when dealing with emotional topics.

Computer Skills

To perform this job successfully, an individual should have intermediate to advanced level of knowledge of Microsoft Office Suite and some knowledge of desktop publishing and project management software. Familiarity with social media (web site, Facebook, Twitter, Instagram) required, with ability to post/edit information. Other skills typically include use of a programmable telephone system, audiovisual equipment and the internet.

Analytical

Collects and researches data. Designs work flows and procedures.

Customer Service

Manages difficult or emotional customer situations. Responds promptly to customer requests for service and assistance. Solicits customer feedback to improve service.

Interpersonal

Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control. Remains open to others' ideas and trying new things.

Oral and Written Communication

Speaks clearly and persuasively in positive or negative situations. Listens and gets clarification; responds well to questions. Edits work for spelling and grammar. Varies writing style to meet needs. Able to read and interpret written information. May provide work direction to Administrative support staff.

Team Work

Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests. Recognizes accomplishments of other team members.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to manipulate objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Intermittent travel is required; the position functions out of the office at association events/other meetings approximately 6-9 times/year (for 2-5 days), with additional travel as needed. Montana driver's license required with ability to drive across the state by car.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work is performed in a standard office environment and in a variety of commercial venues. The noise level in the office environment is usually quiet, but can be variable in other settings.

**Status: FLSA classification status of this position is Non-Exempt. Full-Time.
Reviewed 10/20**