Professional Development Coordinator

Description

Contributes to planning and delivering professional development experiences and workshops. Supports with setting up pilots and gathering feedback.

Time Commitment

8 hours per month, with a potential increase in time commitment around the event pilots

Term: 12 months
Reports to: ProDev Director
Voting Position: No
Supervisory Duties: No
Committee Members: No
Board Appointed: No

Key Competencies

communication, collaboration, project coordination, organization

Primary Responsibilities

Coordination
- Sets up and maintains the ProDev event schedule and shares it with internal stakeholders
- Documents processes established by the ProDev team
- Tracks and communicates the status of ProDev initiatives and workshops
- Organizes and shares course materials and team files

Feedback

- Reviews promotions to ensure they are accurate
- Reviews feedback on ProDev initiatives and workshops and shares it with the appropriate internal stakeholders
- Participates in the final stages of content development and revision with the Director and the Professional Development team; provides feedback upon reviewing content and testing activities

Implementation
- Coordinates implementation activities for ProDev pilots as well as ProDev chapter events (e.g., promotion, communication, scheduling, and tracking)
- Manages pilot registration and pre-registration forms and requests event registration lists
- Gathers event details from ProDev Managers and co-writes event descriptions
- Assists ProDev team with submitting event information to the Office Administrator and Communications team to ensure events are listed on the ATDps website and promoted in marketing channels
- Assists facilitators with ProDev event set-up, attendance, and troubleshooting as needed

Success Measures

- All event details and team processes are tracked in a timely and logical manner
- Learning assets are organized and named following the team's guidelines
- Event details are complete, accurate, and submitted by communication deadlines
- Responds to questions regarding schedules and status of initiatives and workshops
- Pilot work back plans are completed, and internal sessions are scheduled
- Facilitators and attendees receive the required information before and after events
- Regular participation in required meetings with the Director of Professional Development and other volunteers

Additional Expectations

- Must be a member of ATD Puget Sound chapter for term
- Contribute to annual budget forecasting
- Engage in the chapter's social media and online community (Slack) by posting comments
- Meet the success measures listed above

Privileges

- Free attendance at all professional development courses and
- Position listed on your resume & LinkedIn profile
- Opportunity to connect with ATDps members
- Potential for career pathing into future Board positions