



POSITION ANNOUNCEMENT

Training Program Coordinator

This is your opportunity to help strengthen nonprofits throughout Oregon!

Reports to:	Training Director
Status:	Regular, Full-time, Non-exempt
Work Hours:	40 hours per week
Salary:	\$32,015 (includes a cash fringe)
Closing Date:	Thursday, June 1, 2017 @ 5:00 p.m.

Applications to be reviewed on a rolling basis, candidates are encouraged to apply early.

Candidate Profile: We are seeking to add a dynamic member to the NAO team who is organized, detail-oriented, and able to manage fast-paced and complex deadlines. The ideal candidate works both independently and collaboratively, and thrives in the areas of nonprofit administration, project management, customer service, and database administration. The Training Program Coordinator plays a critical role in all aspects of the administration and implementation NAO's Training Program offerings, including advance, on-site and post-event logistics and administration. NAO's Training Program consists of in-person and online delivery, and produces up to 100 statewide events per year. The ideal candidate will have strong event management, project management and customer service skills and experience.

Organization Overview: The Nonprofit Association of Oregon is the statewide membership organization serving Oregon's nonprofit sector. NAO's mission is to strengthen the collective voice, leadership and capacity of nonprofits to enrich the lives of all Oregonians. Collectively, Oregon's nonprofit organizations make a significant and positive impact on our community and economy; and NAO is proud to represent, be a resource for and advocate on behalf of our members and the nonprofit sector. NAO's core values of Collaboration, Equity and Inclusion, Excellence, Impact, Learning, Service and Stewardship guide our delivery approach to programs and services. NAO ensures a future in which Oregon's nonprofit organizations are visible and valued as essential contributors to our society.

Responsibilities

- Respond to a variety of customer service requests from NAO Members and event participants in a timely and efficient manner.
- Process event information and registrations in NAO's constituent database (CiviCRM).
- Troubleshoot and resolve user account issues in database.
- Maintain regular communications with training presenters, partners, sponsors, and vendors.
- Coordinate post-event logistics, including follow-up and reconciliation with participants, presenters and vendors.
- Work with presenters to develop and review appropriate participant materials in advance of each event; prepare materials for participants.
- Provide on-site coordination of all aspects Portland Metro Area Training Events, providing assistance to participants and speakers and coordinating with the event venue.
- Provide accurate tracking and processing of event expenses.

- Provide accurate accounting and reporting of event revenue and participation counts.
- Work with Communications Team and Training Director to prepare surveys and analyze data to identify potential topics, formats and presenters.
- Format and proofread marketing and event materials.
- Post updates to NAO website.
- Provide administrative or programmatic back-up support as needed.

Required Qualifications

- Demonstrated successful experience in project management, customer service, office administration, or related experience.
- Excellent time management and organizational skills with the ability to manage and meet multiple deadlines with a high level of attention to detail.
- Ability to work with a wide range of constituents in a friendly, helpful, and welcoming manner.
- Excellent written communication skills, including report preparation and copy editing.
- Detailed and accurate data entry skills.
- Demonstrated ability to quickly and effectively problem solve and troubleshoot independently.
- Willingness to work independently, at the direction of others, and in a team-focused environment.
- Proficiency with Microsoft Office Suite and common business software.
- Experience with and ability to set up typical A/V equipment, such as a laptop computer, LCD projector, sound system, and overhead projector.

Job Specifications

- This position requires that the employee to work a flexible schedule to staff events that are scheduled early in the morning, evening, and occasionally weekends.
- This position requires the employee to transport materials to and from work sites, and the ability to lift 25 pound boxes to a height of 3-4 feet, to load 25 pound boxes into and out of a vehicle, and to push a hand-cart with supplies weighing up to 40 pounds.

Terms of Employment & Compensation: Starting salary is \$32,015 which includes a cash fringe. We offer a generous benefits package that includes: health, dental, vision, and disability insurance; paid vacation and personal leave time; and participation in a 403(b) retirement plan. This is a full-time, non-exempt position.

How to Apply: Please complete and submit a cover letter describing your interest and talents for this position and include a detailed resume that speaks to the qualifications listed above. Please submit your materials by email to jobs@nonprofitoregon.org. NAO will review applications on a rolling basis. Candidates are encouraged to apply early. The recruitment closes on Thursday, June 1, 2017 at 5:00 p.m. After submitting your application, you will receive an acknowledgment email and an invitation to complete an anonymous four-question survey to help us track and analyze our ability to attract a diverse pool of candidates.

NAO is an equal opportunity employer and is committed to hiring staff that represent the communities we serve. Racial, ethnic, and religious minorities, LGBTQIA+ people, people with disabilities, and veterans are encouraged to apply.

Please visit our website www.NonprofitOregon.org to learn more about the Nonprofit Association of Oregon and our programs and services.