

Nebraska Trucking Association, Inc.

Position description

(Created 12-22-2008)

Title: **Director of events and education**

Supervisor: vice president, member services

Classification: full-time, exempt position

Position objective:

The individual in this position develops and delivers profitable meetings, special events, training sessions and educational experiences that member companies value and support. The individual carries out routine tasks and responsibilities with minimal supervision; however, support and direction is available as needed for unusual projects and activities.

Primary duties and responsibilities:

1. Manages all meetings and educational events for the association and its affiliated organizations. These include special interest councils, a political action committee, a non-profit foundation, and a for-profit business.

Conducts research on member needs for training, education and information. Identifies appropriate delivery methods for the training, education and information—whether face-to-face events, printed materials, interactive CDs, online courses, etc.

Oversees course content and development as needed.

Prepares project budget for each event or series of meetings, monitors revenue and expenses, and takes corrective action to meet financial goals.

Solicits event sponsors or delegates responsibility with appropriate follow-up. Recommends appropriate use of association resources to recognize sponsors.

Selects speakers and presenters or delegates responsibility with appropriate follow-up. Coordinates speaker travel arrangements, etc.

Recommends marketing and promotional strategies, and coordinates creation and production of marketing/promotional material.

Negotiates and confirms all facilities contracts, including meeting room charges, meal charges, sleeping room charges, etc.

Coordinates the physical set-up of meeting and event functions.

Manages on-site logistics and plans staff involvement in event.

Conducts evaluations of meetings and events, incorporating the results into future plans.

2. Works with volunteer members of councils and committees to help them carry out their education and training activities.

3. Responds to participant questions and requests related to meetings and events.

4. Assists the association president and staff to communicate value of participation in association-hosted activities.

Secondary duties and responsibilities:

1. Helps with development and presentation of orientation to new board members and volunteers.
2. Crosstrains in a variety of office support functions.
3. Helps with maintenance of membership records by verifying and reporting changes within the member information group.
4. Documents essential activities for inclusion in office operations manual.

Skills, knowledge and abilities

strong organizational skills to handle multiple overlapping activities.
attention to detail and ability to create processes that manage detail.
able to establish and meet schedules and deadlines
knowledge of meeting facility food-and-beverage operations
proficient communication skills including public speaking, written composition, and computer operation
able to negotiate fairly and firmly with meeting facility personnel, suppliers and presenters
practical experience in budgeting, program planning and coordination
able to work with volunteers while maintaining separation of staff and volunteer roles
available to travel (some overnight stays required)
knowledge and application of principles of adult education
knowledge of alternative delivery systems for educational content
skill in solving problems and making on-the-spot decisions
able to professionally represent the association
able to lift moderately heavy boxes and equipment

Minimum requirements*Education:*

Bachelor's degree in education, business or communication field. Experience may be substituted for education in the primary areas required for the position.

Experience:

At least two years of experience in meeting planning and training; association experience helpful. Experience with Microsoft Office and Adobe Creative Suite helpful.

License:

Valid driver's license to operate a non-commercial vehicle

Working environment

Office environment, plus travel to a variety of meeting venues including heavy equipment repair facilities.

This position description is not all-inclusive. The Director of Events and Education may be required to perform job-related responsibilities and tasks other than those noted here, depending on the needs of the association.