



TRAINING AND EVENTS COORDINATOR

Charter Schools Development Center

Sacramento, CA

The Charter Schools Development Center (CSDC) provides experienced and expert technical assistance and resources to charter school developers, operators, charter-granting agencies, and policymakers in California.

MINIMUM QUALIFICATIONS

Bachelor's degree or equivalent. Demonstrated experience in the planning and implementation of conferences, workshops, trainings or similar events. Experience in marketing, public relations, and outreach. Experience with office procedures and use of office equipment including computers and standard office equipment (fax, phone, photocopier). Experience with software applications including Microsoft Word, Excel, and Outlook. Experience with data gathering techniques (online, phone, etc.) and research for organizational use.

Must be detail-oriented, organized, adaptable, and able to prioritize and manage a fluctuating workload with grace, maturity, and professionalism. Must have excellent oral and written communication skills, interpersonal skills (on the phone and in person), and editing/writing skills, demonstrating a thorough knowledge of English grammar, spelling, proofreading, and punctuation. Must be able to complete projects, meet deadlines, and work independently and as part of a team.

PREFERRED QUALIFICATIONS

Demonstrated experience with online training applications and managing online training programs. Demonstrated experience with graphic design and layout, preferably with the Adobe Creative Cloud (e.g. Photoshop, InDesign, Illustrator, and Dreamweaver). Demonstrated experience with technical website creation and management, including basic knowledge of HTML and CSS. Demonstrated experience with database creation and management (preferably Salesforce). Familiarity with and/or experience in charter schools.

DUTIES AND RESPONSIBILITIES

Under the general supervision of CSDC's Director of Operations, this position implements a variety of event planning, special projects, and office support tasks. This position also performs large-scale communications and public relations functions and executes other administrative duties in support of CSDC. This position receives periodic work direction from other staff and consultants at CSDC. Specific duties include, but are not limited to, the following:

1. Coordinates CSDC's online and in-person leadership trainings, workshops, conferences, and events. Specific duties include, but are not limited to: 1) Pre-event planning and coordination for all in-person and online CSDC events and trainings, including event venue research, site visits, communications, and contract development; 2) Managing and updating CSDC's "Training and Events Workplan" to ensure appropriate planning and implementation; 3) Using event management software (such as CVENT) and/or online survey tools (such as Google Forms) to manage online and in-person application/registration processes; 4) Confirming, invoicing, and tracking participants; 5) Preparing promotional, training, and other materials; 6) Ongoing communication and assistance with registrants, vendors, CSDC staff, and presenters; 7) Arranging all on-site needs including event space configurations, food and beverage, and accommodations; 8) On-site event management including registration, client communications, and venue communications; 9) Post-event evaluation and budget analysis resulting in regular improvements; 10) Managing all venue/event relationships pre-event, on-site, and post-event and ensuring all contract commitments are met.
2. Performs and manages special projects as assigned. Specific duties include, but are not limited to: 1) Additional training and event planning duties (online and in-person); 2) Special research and/or writing projects; 3) Marketing and outreach assignments, including entering substantial amounts of marketing leads into database; and 4) Office and/or CSDC Membership projects as assigned.
3. As needed, acts as first point of contact for CSDC. Answers basic phone inquiries from charter school developers, administrators, operators, and grantors. Determines the nature of the call and either responds or refers to the appropriate person.
4. Coordinates or assists with all major communications and marketing efforts through mass mailings, Internet communications, large-scale marketing phone calls to clients, and in-person outreach and public relations.
5. Performs general office duties and operations such as faxing, mailing, photocopying, typing, arranging travel, maintaining paper and electronic files, and maintaining office supplies.
6. Assists with update and maintenance of CSDC's contact database.
7. Writes, edits, and distributes basic office correspondence and contributes to *Charter Currents* and other projects as assigned.
8. Coordinates other office projects, including office upgrades and maintenance, vendor management and communications, and general upkeep.
9. Frequent travel required to provide support during workshops and other functions.
10. Occasional moderate lifting.
11. Other duties as assigned

CONDITIONS OF EMPLOYMENT: The position is located at CSDC's main office in Sacramento. This is an at-will, non-exempt, full-time, benefited position. Continued employment in this position is dependent upon funding and the mutual consent of CSDC and the employee, and either CSDC or the employee can, at any time, terminate the employment relationship at will, with or without cause.

RATE OF PAY: Salary commensurate with experience.

HOW TO APPLY: Complete CSDC's employment application form (found at: www.csdwebapps.org/CSDC_Employment_Application.doc) and submit with a cover letter and resume to Stephanie Schwuchow, Director of Operations (stephanie@chartercenter.org).