

## TRAINING/ MEMBERSHIP ASSISTANT COORDINATOR

### JOB DESCRIPTION

**Full-Time, Remote**

#### RURAL WATER ASSOCIATION OF ARIZONA

- I. POSITION SUMMARY:** The primary duties of this position are to support the Association's Fee based training program. Scheduling training events and venues around the state of Arizona. Assisting the Association Trainers in all aspects of conducting a successful training event. This position also supports Association business by performing membership-related and event administrative duties. This position provides the contact for customer service to external contacts and manages association Contract Trainer, vendor, and member relationships. The position is under the direction of the Training Coordinator. Must be an initiative-taker with attention to detail.
- II. ESSENTIAL FUNCTIONS:**
- Schedule Trainings with Fee Based Trainers
  - Identify and secure training venues.
  - Coordinate with Training Manager for training requests and training session needs
  - Manage training requests received from systems
  - Attend training sessions occasionally and provide administrative support as needed
  - Manage social media postings for fee-based training events.
  - Assist in recruiting, interviewing, and hiring Contract Trainers.
  - Compile necessary instructional materials related to scheduled training as required by the trainer.
  - Market training to Association membership and non-members through emails, website, and social media platforms.
  - Oversee all aspects of the training event.
  - Make travel arrangements for trainers if necessary.
  - Plan with local hotels for multi-day training events.
  - Track training session surveys.
  - Provide Professional Development Hour certification (PDH) for attendance.
  - Track program revenue and expenses.
  - Maintain and reconcile membership records in the database; source and provide data for department and association Board.
  - Assist in conducting annual membership dues renewals process, including organizing documents and managing mailouts/emails of initial invoice and reminders.
  - Manage and track data trends to support membership outreach and retention efforts.
  - Assist with Association Annual Conference planning committee as needed.
  - Secure Conference Golf Tournament venues and conduct contract negotiations, including prizes and discounts for attendees.
  - Other job duties as required to ensure successful completion of trainings within the program and the success of the Association.

**EXPERIENCE:** Microsoft Office: 2 years & Administrative experience: 2 years (Preferred),

**REQUIRED:** Experience with creating a departmental budget. Must be able to lift to 50lbs. Occasional travel required. Ability to learn Membership Works, SharePoint, and Social Media platforms within 30 days of hire.