

Coordinator Role

**Position Title: Interest Groups Coordinator**

Term: 15 months

Reports To: Director of Programs

Voting Position: No

Supervisory Duties: No

Committee Members: No

Executive Committee: No

Board Appointed: No

**Description:**

The Interest Groups Coordinator coordinates learning opportunities for ATDps members who have either specific geographic needs or special interests.

**Time Commitment:**

8 – 10 hrs/ month

**Key Competencies:**

Strategic Planning, Event Coordination, Communication

**Primary Responsibilities:**

* Coordinate the various interest groups to ensure the best use of ATDps resources (volunteers and budget) and to meet the needs of ATDps members.
* Establish the annual budget for Interest Groups.
* Conducts advance due diligence to determine the potential success of all Interest Groups (minimum of 5+ participants per IG session) and shares information with Director of Programs.
* Conducts an annual review of the success (adherence to established budget, review of session evaluations) of all Interest Groups and shares information with Director of Programs.
* Implements best practices for Interest Groups success from other ATD chapters.
* Promote Interest Group activities through ATDps social media, the website, newsletter, and other forms of communication by working with Director of Communications

**Success Measures:**

* Interest Groups strategic plan is developed no later than January 31 for the current year.
* Evaluation of all Interest Groups performance (attendance numbers, member feedback) is completed quarterly and adjustments to Interest Groups implemented as needed.
* Interest Group events are promoted on website at least 4 weeks in advance.
* Interest Group events promoted in monthly newsletter and chapter’s social media.
* Works collaboratively and respectfully with Board members and other volunteers.

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| **Rewards:** | **Additional Expectations:** |
| Free attendance at Interest Group meetings  Professional development and experience  Volunteer appreciation event  Opportunity for future Board positions | Member of ATD Puget Sound chapter for term Meet success measures above  Post comments/ engage in chapter’s social media  Provide annual budget numbers |
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