

Coordinator Role

**Position Title: Employee Learning Week Coordinator**

Term: 2 years

Reports To: Director of Special Events

Voting Position: No

Supervisory Duties: Yes

Committee Members: Yes

Executive Committee: No

Board Appointed: No

**Description:**

Coordinate the events and activities for the annual ASTD Puget Sound Chapter’s Employee Learning week in order to heighten awareness and recognition of the workplace learning profession as well as the ASTD Puget Sound chapter

**Time Commitment:**

2 -5 per month for 4 months, then 10-15 hours per month for the 2 months leading up to and during Employee Learning Week in Dec.

**Key Competencies:**

Communication, Event Planning and Management, Volunteer Management, Government & Media Relations, Interpersonal Skills, Persuasion

**Primary Responsibilities:**

* Recruit, organize, manage and lead committee members
* Develop a theme for the current year
* Select dates for Employee Learning Week and communicate dates with all Board Members
* Develop and implement a series of programs and activities for the week, engaging both ASTDps chapter members as well as the business community
* Obtain proclamations from various local city and state government entities in support of Employee Learning Week
* Promote Employee Learning Week and its related activities through the chapter’s social media accounts and other media venues
* Work collaboratively with the Director of Communications to promote events within established processes and deadlines for the chapter
* Establish strategies and tactics to engage high-profile leaders from various business sectors
* Write and distribute articles or other communications to raise awareness of the workplace learning profession and its accomplishments 8 weeks prior Employee Learning Week

**Success Measures:**

* Two or more events/ activities planned during the week with attendance of 20+ people
* Proclamations obtained from 5 or more local government agencies
* 5% increase in event attendance over previous year
* 85% or higher of business leaders express satisfaction with programming/ events
* Work collaboratively with volunteers and Board members to achieve success measures
* Attendance at 2 Fall Board meetings to briefly discuss ELW progress and activities planned

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| **Privileges:**  | **Additional Expectations:** |
| Free attendance at all ELW events | Member of ASTD Puget Sound chapter for term |
| Position listed on your resume and LinkedIn profile | Post comments/ engage in chapter’s social media |
| Opportunity connect with local business leaders | Provide budget numbers to Dir. of Finance |
| Opportunity to connect with city and state government leaders | Meet success measures listed above |
| Potential for career pathing into future Board positions |  |