

Educational Program Coordinator

Summary: The Educational Program Coordinator (EPC) works with the Executive Director (ED) and Education Project Manager (EPM) to plan, organize, and complete tasks in conjunction with the Association's conferences and other educational outreach activities. The EPC works with the EPM in carrying out the deliverables under the Association's grants. This involves primarily managing all aspects of the annual Aging Concerns Unite Us (ACUU) conference, developing training programs, marketing, and coordinating corporate sponsorships. Attributes required: a strong work ethic, creativity, experience in working with a variety of computer software and electronic platforms, the ability to work independently, presentation skills, and the capacity to prioritize and complete multiple tasks on time. Travel is required.

Specific Responsibilities:

Conferences/Meetings

1. Overall responsibility for the ACUU conference, leadership institute, regional aging forums, and other meetings.
2. Manage educational training events that improve knowledge and service delivery of staff at the Area Agencies on Aging (AAAs) and in the aging services network by developing a variety of educational resources for AAAs.
3. Initiate and support the acquisition of service contracts on behalf of the Association; design and facilitate training programs, outreach and follow-up, fiscal tracking, on-site floor management, and post-event follow-up.
4. Coordinates the development of the conference/meeting theme and agenda, in conjunction with the Board of Directors, Executive Director, EPM, planning committee, NYS Office for the Aging, and others as necessary.
5. Event logistical program planning and introduction of speakers at events, as necessary.
6. Creates timelines and due dates for all events, tracks progress, and provides regular reports for the Executive Director.
7. Arranges all aspects of speaker participation and related logistics.
8. Inspects conference/meeting venues and makes appropriate recommendations.
9. Makes arrangements with hotel site managers and catering department.
10. Works with support staff to arrange for supplies and materials needed for conference.
11. Develops the program agenda, sponsor/exhibitor directory, and registration materials.
12. Coordinates conference details and works with staff to develop the program agenda and registration materials, including printed brochures, posting of details on the Aging-NY web site, Apteau registration site, and electronic outreach using Constant Contact or similar platform.
13. Organizes all aspects of event sponsorship and exhibitors, including marketing materials, outreach and follow-up, fiscal tracking, on-site floor management, and post-conference follow-up.
14. Post Conference: summarizes conference evaluations, creates thank you letters for speakers, sponsors, and vendors. Produces conference report, including conference attendance, sponsor/vendor participation, expense/revenue summary, and makes suggestions for alterations to future events.
15. Support the EPM and other Association work, as needed.
16. Must have a strong work ethic, be able to work well independently, prioritize and complete multiple tasks on time, and be able & willing to travel to training sites around the State.

17. Works with support staff in the creation of marketing materials for corporate sponsorships for ACUU, Leadership Institute, and general corporate support.
18. Works with the ED to develop an annual corporate support plan, tracks progress, and provide regular reports to ED.
19. Works with support staff on annual dues mailing and member benefits brochure.
20. Provides the Executive Director with conference/meeting and membership information to include in the E-news for AAAs, and any other publications, upon request.

Administrative/Technical Support

21. Works with support staff in the management of the Association's database and invoicing functions.
22. Provide research of current media trends and support the creation of electronic communications to meet program outcomes.
23. Supports the proofreading of outgoing written material and provides general office support, as needed.

Experience and Education

- Bachelor's degree is preferred.
- Proficient understanding of human services systems, in particular, knowledge of New York State's area agencies on aging and overall aging services network and delivery systems, is preferred.
- Three to Five years of experience is desired in managing education programs and events.
- Knowledge of a variety of computer software programs and experience with website design.

Internal Relationships:

Collaborates weekly with the EPM and reports to the Executive Director. Works with support staff and the bookkeeper regarding conference and event income expenses, and corporate revenue.

External Relationships:

Extensive contact with hotel staff, exhibitors, and service contractors (graphic artists, printers). Ongoing contact with member Area Agencies on Aging, the New York State Office for the Aging, and aging-related associations.

Salary & Benefits:

Salary is commensurate with education and experience. The Association has a competitive benefits package.

The Association on Aging in New York does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Please submit a letter of interest and resume to Michele Roberts, Interim Executive Director, at michele@agingny.org. This position will remain open until filled.