



## PPAI JOB DESCRIPTION

### Professional Development Coordinator/Analyst

The Professional Development Coordinator/Analyst will support all daily professional development certification activities, assist in coordination of webinars and other PD events, provide analysis on PD events, interface with members, and perform special projects as required. Excellent communication skills, initiative, sound judgment and the ability to work independently and collaboratively as a member of the PD team, are essential. The successful candidate must have the ability to understand the professional development process, workflow and add value by being able to prioritize requests and respond to member inquiries via emails and phone calls.

#### Reporting Structure

Reports To	Title	Department
Jennifer Crowfoot	Director of Professional Development	Professional Development

#### Job Status

FSLA Status (Exempt/ Non-Exempt)	Non-Exempt
Compensation (Hourly/Salary)	Hourly
Job Status (Full Time/Part Time/Temp)	Full Time
Daily Schedule (Start Time Flexible/ Not Flexible)	Flexible
Work Location	Position must work from HQ location

#### Job Discretion

How many people does this position supervise: None
Does this position have disciplinary responsibilities: No
Does this position have hiring / termination responsibilities: No
Does this position have evaluation responsibilities: No

### Essential Functions and Key Responsibilities

*General support for Professional Development Team (estimated 50% of time)*

1. Assist in all aspects of development, learning and deployment, providing administrative support for members and the Professional Development team.
2. Collaborate with team to plan, coordinate and execute professional development events and activities.

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3. Respond to requests for information via phone, e-mail, print and other sources regarding all professional development programs.
4. Support PD team with committee/workgroup meetings, including meeting minutes, posting of minutes and other related tasks.
5. Assist with the preparation, scheduling, communication and facilitation of webinars and other online learning.
6. Collect, review, and analyze PD event evaluations to assess training effectiveness.
7. Assist staff in developing internal and external training materials.
8. Assist with LMS system administration, including reporting, enrollment, communication & configuration.
9. Assist with social media pages for PD including but not limited to Twitter, LinkedIn, Snapchat, Meltwater
10. Perform other duties as assigned.

*PPAI Certification Support (Estimated 35% of time)*

1. Provide customer support for daily PPAI certification and credentialing activities
2. Process member and staff certification points and recording in PPAI CRM
3. Coordinate the PPAI certification exam process, for members and internal staff, including: registering candidates, accepting payment, scheduling, proctoring and coordinating results
4. Manage recognition process, including: item orders, compiling and shipping to new program designees throughout the year

*Expense Reports & Budgets (estimated 15% of time)*

1. Complete billing tasks as needed related to certification and online learning, including: invoicing, payment processing and resolving billing issues with internal accounting department.
2. Assist with tracking of PD expenditures, revenues and reconciling receipts as assigned or needed
3. Research discrepancies in the professional development team budget as needed

**Association Wide Responsibilities & Values:**

1. Provide honest and ongoing communication as needed to support success throughout the organization
2. Meet established deadlines for all projects, reports and communications for all audiences both internally and externally
3. Provide high-quality products, reports, communications and projects for all audiences internally and externally

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4. Be fair, consistent, responsive and supportive of leaders, staff, board members, members and vendors
5. Help PPAI to continually seek improvement. Be prepared to personally manage changes taking place within PPAI and the industry
6. Be empowered, accountable and responsible for your career success, actions, influence and impact upon the organization as a whole
7. Foster cultural values, mission and overall organizational guidelines of PPAI

**Qualifications:**

- Bachelor's degree from an accredited university.
- Ability to communicate concepts and ideas clearly and effectively to staff and members.
- A self-starter who can work independently with minimal oversight and take initiative; is flexible, adaptable, self-managed, organized, and has a strong attention to detail.
- Advanced skills in Microsoft PowerPoint, Excel and Access.
- Experience and aptitude for working with a variety of training, presentation, and learning management systems.

**Education Requirements**

School/Certification Authority	Degree/Certification	Major/ Minor
Accredited university	Bachelor's degree	Applied Technology & Performance Improvement, Education, Human Development, or Business Degree Preferred

**Experience Requirements**

Type of Work	Years of experience	Depth of Experience
Administrative Support / Project Coordination /		
Data Analysis		

**Knowledge, Skills and Abilities**

KSA's	Years of experience	Depth of KSA's
Advanced Skills in Microsoft PowerPoint, Excel and Access	1 - 2	Knowledge and application
Social Media Platforms: Twitter, LinkedIn,	2	

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**Physical Requirements**

- \*Sitting:
- \*Standing
- \*Lifting
- \*Pushing/Pulling
- \*Bending/Stooping
- \*Extended work hours, extended weeks (endurance requirement)

**Work Environment**

- \*Office environment
- \*Trade show floor or event venues
- \*Temperature controlled environment
- \* Travel: Must be able to travel