The Ohio Association of Community Colleges (OACC) is seeking a highly motivated and experienced professional to join the organization as Coordinator of Events & Virtual Professional Development with the Success Center for Ohio Community Colleges. The Center serves as a statewide hub for efforts to increase student persistence and accelerate degree completion at Ohio’s community colleges. The Coordinator is a critical member of the Success Center team, reporting to the Executive Director. This position will coordinate virtual and in-person events and professional development offerings across the Center initiatives, including the Student Success Leadership Institute and the OACC Leadership Academy.

**Responsibilities**
The Coordinator of Events & Virtual Professional Development is expected to be an active member of the OACC team and work collaboratively with other staff members. Responsibilities include, but are not limited to, the following:

- Develop and implement online webinars, training programs and courses as well as in-person events when it becomes safe for the OACC to host large groups.
- Coordinate all aspects of the event planning process, including collaboration with speakers/trainers, venue identification, menu development, design and printing of materials, and budget tracking.
- Manage year-round calendar of professional development and leadership activities and training for community college administrators, faculty and staff.
- Monitor timelines, deadlines, responsibilities, and milestones to ensure each event stays on schedule.
- Develop, manage, and administer all aspects of event software systems for registration and other needs relating to meeting and events.
- Write and edit meeting materials including marketing pieces, agendas, talking points and PowerPoint presentations.
- Assemble and disseminate program materials, participant evaluations, attendance rosters, reports, etc. to participants, facilitators, and OACC staff.
- Coordinate with staff to identify, invite, and confirm appropriate speakers for conferences and meetings.
- Direct and solve a variety of challenges where creative solutions are crucial to improving the outcome or accomplishing the goals of each program or event.
- Negotiate and manage contractual commitments in partnership with the Executive Director.
- Maintain schedule of professional development and leadership activities and communicate appropriate details to member colleges and partners.
- Respond to inquiries related to professional development and leadership.
- Conduct outreach to community colleges and other entities interested in Center initiatives through meetings, conferences, networking and presentations.
- Identify new professional development opportunities and make recommendations to Center leadership.
- Compile event participation and outcomes data for reporting to OACC and Center leadership, funders and partners.

**Required Education and Experience**
- Associate’s degree required, bachelor’s degree preferred; degree in education, business, hospitality management, event planning, marketing, communication, human services, public administration, non-profit management or related field strongly preferred.
- A minimum of two (2) years’ experience coordinating and organizing virtual and in-person events of a complex nature with multiple internal and external participants.
**Desired Knowledge, Skills and Abilities**

- Experience working with community college administrators, faculty, staff, and students preferred.
- Excellent verbal, written, and web-based communication skills, including creating original correspondence and giving presentations to large groups.
- Excellent computer skills including online meetings (e.g. Zoom), registration databases and survey tools as well as Microsoft Word, Excel, and PowerPoint.
- Ability and comfort level to learn new technology quickly and with ease.
- Proven leadership, strategy, time management and organizational skills in a fast-paced organization.
- Demonstrated track record of setting and achieving goals.
- Strong contributor in a team environment with ability to handle multiple assignments and meet deadlines.
- Ability to review, interpret and manage data.
- Self-motivated and able to work independently.
- Versatility, flexibility and willingness to work within constantly changing priorities with enthusiasm.
- Attentive to detail and follow through to prevent inaccuracies or oversights that could damage the credibility of the organization.
- Experience maintaining sensitive and confidential files and documents properly.
- Understanding of and commitment to the mission of community colleges and the OACC.
- Knowledge of community college student success and completion issues.

**Conditions of Employment**
This is a full-time, grant-funded position in a remote work and traditional office environment. Physical ability to operate normal office equipment including copier, fax, telephone; extensive use of computer/repetitive motion activities; ability to communicate verbally; ability to see with or without accommodation; extended periods of sitting/standing in order to perform essential functions of the position. Work hours may require meeting with individuals at member colleges, implementing special events, making presentations, etc. Must be available to work designated office hours as well as occasional evenings and/or weekends to assist in the successful planning and execution of OACC events. This requires an ability to drive to offsite locations and transport materials (up to 25 lbs.) to and from vehicle. Valid in-state driver’s license required. Periodic in-state and out-of-state travel may include airline travel and overnight stay.

**Compensation and Benefits**
Minimum salary of $50,000 annually with placement above the minimum considered based on education and experience. Excellent benefits including health insurance, vacation, paid holidays, retirement, flexible spending account, parking, and more.

**Application Process**
Submit a cover letter, resume, and at least three professional references to info@ohiocc.org with “Event Coordinator, Success Center” in the subject line. Incomplete applications will not be considered. **Application review will begin October 30, 2020 and continue until position is filled.**

*The Ohio Association of Community College is an equal access and equal opportunity employer. We have a strong commitment to the principle of diversity and, in that spirit, seek a broad spectrum of candidates including women, minorities, people with disabilities and people over 40. Under-represented groups are encouraged to apply. If your disability requires special accommodations to participate in the application/interview process, contact the OACC at 614-221-6222.*