

February 14, 2017

### ***Facilities Coordinator***

**APPOINTED BY:** Regional Education Director  
**ACCOUNTABLE TO:** Regional Education Director  
**TERM:** 1 year appointment

#### **Responsibilities:**

- Facilitates the securing of appropriate venues for regional programs and events, including site inspections and negotiation of contracts
- Coordinates on-site arrangements for all regional meetings and events, including regional competitions
- Coordinates with other education and administrative staff when contracting event space
- Oversees registrations for all regional events
- Specific duties related to Regional Convention are outlined in the *Guidelines for Regional Convention (B-4)*
- Works with the Convention Steering Committee [Competition Coordinator (CC), Official Panel Liaison (OPL), and Chair of the Regional Convention (CRC)], to coordinate details related to the Regional Convention and Competition
- Appoints additional staff as needed
- Meets with members of the Education Resource Staff as requested

#### **Each Resource Staff member is responsible for:**

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the appropriate Regional Director
- Contributing to, and implementing her assignments from, the Long Range Strategic Plan
- Maintaining contact with other regional and International personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the appropriate Regional Director

#### **Position Expectations:**

- Strong organizational skills
- Strong verbal and written communication skills
- Ability to work independently and within groups
- Problem-solving and decision making skills
- Strong negotiation skills
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events; travel expected