



INTERNATIONAL ASSOCIATION OF FIRE CHIEFS

POSITION DESCRIPTION

TITLE OF POSITION:	Program Coordinator
POSITION TYPE:	Full-time/Grant Funded Remote and/or Hybrid Considered
DEPARTMENT OR OFFICE:	National & Global Programs
SUPERVISOR'S TITLE:	Program Manager
FLSA STATUS:	Non-Exempt (hourly)
DATE CREATED/ REVIEWED:	July 2024
SALARY RANGE	\$62,000 - \$65,000, annually

JOB DESCRIPTION: The Program Coordinator is responsible for providing daily general and administrative support for the assigned program area and projects. Key activities include, but are not limited to, coordinating meetings, managing correspondence, preparing expense reports, processing invoices for payment, assisting with daily information requests, conducting research, member engagement, outreach and marketing, and other administrative project tasks as assigned. Moderate domestic travel is required. The Program Coordinator may work on subjects pertaining to the fire and emergency service.

BACKGROUND REQUIREMENTS OF INCUMBENT:

Education: Bachelor's degree or equivalent experience, plus a minimum of two years of relevant experience.

Knowledge, Skills, and Abilities:

- Excellent written and oral communication skills, fluent in English.
- Strong skills in using Microsoft Office suite, basic knowledge of web-based content management systems, and virtual meeting platforms such as Microsoft Teams and ZOOM.
- Strong research, administrative, and organizational skills, including streamlined and efficient file and document management using cloud-based Microsoft SharePoint.
- Ability to collaborate with peer team members, leadership, and external stakeholders. Self-starter and willingness to take initiative.
- High level of professionalism in the conduct of all tasks and when engaging with team members and internal and external stakeholders.

- Ability to learn quickly and prioritize multiple tasks.
- Ability to work independently with moderate direction and work well in collaborative, diverse, virtual, and in-person settings.
- Ability to work in an environment of rapidly changing priorities and meet deadlines.

Relevant Experience:

- Minimum of two years of project and administrative experience in a professional office environment required.
- Experience working virtually and in-person with a hybrid team.
- Project coordination, task management, and meeting planning experience desired.
- Ability to create marketing content and promote on various platforms, including social media and web. Graphic design experience preferred.

SUPERVISION REQUIRED: Requires moderate supervision. General directions and instructions on projects and work assignments are provided as needed.

SUPERVISORY RESPONSIBILITIES: None.

AVAILABILITY OF QUALIFIED PERSONNEL: This position should be filled within two months if vacated.

POSITION RELATIONSHIPS:

Membership: Moderate to heavy contact with members and/or subject matter experts regarding specific work as it relates to program responsibilities.

Governing Structure: None.

Government: Minimal contact with federal agencies.

Public: Moderate in working with hotels, vendors, fire and emergency service personnel.

Other Organizations: Moderate contact as necessary.

Association Office Personnel: Heavy contact with staff to accomplish overall association goals and objectives.

POSITION RESPONSIBILITIES:

Process Formulation: Makes recommendations for consideration by the program manager, particularly relating to policies and operations within area of responsibility.

Planning: Works with direct supervisor to plan and manage priorities.

Decision Authority: Exercises ability to make independent decisions within established guidelines. Direct authority on assigned tasks and work priorities.

Budgetary Responsibilities: Assists in reviewing expense reports and invoices for completeness and accuracy, and collection of related documentation for reporting purposes.

Other Responsibilities: Additional duties may be assigned as needed to further support the IAFC.

Travel: Moderate \approx 20%

Physical Requirements: Ability to lift up to 40 pounds unassisted, set up meeting/training spaces, and exhibit spaces. These activities require setting up tables, chairs, moving totes and boxes of supplies and/or equipment.

Employee

Date