

ASSOCIATE DIRECTOR FOR PROGRAMS & TRAINING

ESSENTIAL FUNCTIONS:

- Under direction of the Executive Director with close coordination with Director of Conferences
- Plan and coordinate Annual Conference and Summer Forum program content to include selecting speakers and subject matter
- Plan and coordinate Certified Trustee Training program
- Develop training programs in response to the needs of member systems
- Monitor committee hearings and meetings and track legislation
- Research pension related subject matter, conduct surveys and analyze data

ADDITIONAL RESPONSIBILITIES:

- Plan and coordinate additional training programs when required
- Required to travel to conference sites, selected meetings and pension funds throughout the State
- Assist in overall conference preparations in planning and implementation
- Responsible for website, blog and social media
- Assist with administrative support tasks such as answering phones and photocopying
- Performs other incidental and related duties as required and assigned.

MINIMUM REQUIREMENTS:

- Strong computer knowledge including Microsoft Office Products and the willingness to learn additional software programs
- Must possess a bachelor's degree
- Excellent writing skills, exceptional people skills and ability to work in small office environment
- Must have experience in putting on training programs and workshops for large groups
- Knowledge of investments desired
- Self-directed and high energy with the ability to work under minimal supervision.
- Association experience is a plus