



Position Title: Economic Empowerment Conference Coordinator

Department: Volunteer Services

Reports to: April Robison

FLSA Status: Volunteer – 1 year

Revision Date: June 2009

Position Summary: Responsible for acting as a liaison for SU, schools, vendors and conference participants; organizes and communicates all essential information to the above.

<u>ESSENTIAL RESPONSIBILITIES</u> : <i>List the essential job functions. Please limit to 3-5 functions of the position starting with the most important. Also indicate the approximate % of time spent performing each of these functions.</i>	%
<p>1. Coordination Secures conference venue. Oversees the smooth operation of all conference details i.e. food, security, etc. Acts as a contact person for SU, schools, vendors and conference participants. Assigns tasks or duties to volunteers. Works with venues security staff to ensure smooth transition of on-site volunteers, vendors and conference participants. Coordinates all technical aspects of conference i.e. overheads, computers, etc.</p>	50%
<p>2. Administrative Communicates updates to all conference participants. Provides all updates to the Communications Director for potential website and newsletter content. Prepares check-in materials. Prepares post conference correspondence to conference participants, vendors, etc. and delivers to Communications Director. Handles any billing statements.</p>	50%



REPORTING RELATIONSHIPS: Describe the nature of supervision over others. Attach current organization chart including direct (solid line) and functional (dotted line) relationships. Please ensure that it shows incumbent's name and position titles of peers, staff and supervisor. Include employment status: regular/ full-time/part-time employees, temporaries, interns, consultants, etc.

How many full-time, part-time, interns, consultants and other at Affinity Credit Union report directly and indirectly to this job? (Check one from each column.)

#of volunteers reporting to this job?	#of Interns reporting to this job?	#of part-time volunteers reporting to this job?	#of full-time volunteers reporting to this job?	# of Consultants reporting to this position?	# of Vendors reporting to this position?
<input type="checkbox"/> 6-15	1-2	1-2	1-2	0	3-5

SPAN OF CONTROL/SCOPE: The degree of autonomy and the impact of decisions is measured by "Freedom to Act."
FREEDOM TO ACT – The extent of personal, procedural or systematic guidance or control.

	Yes
Limited: Subject to explicit instructions covering simple tasks. <i>Example: summer interns; clerical</i>	
Prescribed: Subject to general instructions covering assigned tasks and/or close systematic supervision. <i>Example: coordinator; administrative</i>	X
Controlled: Subject to instructions and established work routines and/or supervision and general instruction. Typically managed by "after the fact" review. <i>Example: specialists</i>	
General: Subject to general practices and procedures and/or work instructions and supervision of progress, results and achievements. <i>Example: supervisors; managers</i>	
Autonomous: Subject to broad practice and/or unchartered solutions influenced by functional precedents and policies. <i>Example: executive, vice president and asst. vice president</i>	

CONTACTS AND INTERACTIONS: Contacts that are cross-functional are believed to increase complexity because they require more diversity of thought and action. The purpose of the interface represents the relative impact of the positions essential responsibilities.

Review the list below of internal and external contacts for those the incumbent regularly and frequently interact with outside your immediate work group. For only those contacts required to perform the major activities of this job, please check the appropriate box(es) and describe the typical purpose of the contact.

Definitions:

- Exchange Information* – give and/or receive information verbally, in writing, or over the phone
- Advise/Consult* – give advice/counsel based on professional background, specialized knowledge, and experience
- Negotiate/Influence* – promote or sell an idea, service, or product to others
- Provides Direction and/or approval* – has the authority to direct the efforts of others and/or approve project deliverables.

Frequency:

Seldom – once per month or less



Occasionally – on a weekly or monthly basis

Frequently – more often than weekly

	Exchange	Advise/ Consult	Negotiate/ Influence	Provides Direction/Approval
Internal Contacts:				
Board Members	XO	XO	XO	
Executives	XO	XO	XO	
President	XO	XO	XO	
Direct Reports	XO	XO		
Peers	XF	XF	XF	
Managers	XF	XF	XF	
External Contacts:				
Members				
Vendors	XO	XO	XO	XO
Consultants	XO	XO	XO	XO
Government agencies			XO	
Legal	XO			
Others				

MINIMUM EDUCATION and/or EXPERIENCE REQUIREMENTS:

- Associates degree preferred with 2 plus years of related experience or 3 years of related work experience in place of a degree.
- Self-starter that can lead and direct others.
- Advanced knowledge of Microsoft Office applications.
- Above average written and verbal skills.
- Non-profit work preferred.
- Should be budget conscious.



COMPETENCIES:

FOUNDATIONAL - All volunteers have the same Foundational Competencies

Service Delivery

- Exhibits an innate desire to help others
- Builds rapport with others
- Understands and responds appropriately to members (internal & external) emotional and business needs
- Demonstrates empathetic professionalism in order to gain confidence of others
- Responsive to member (internal & external) issues, project deliverables and emergent situations

Communication

- Communicates effectively both verbally and in writing
- Creates accurate and punctual documentation
- Exercises good listening skills
- Is honest and straightforward when sharing information and ideas

Job Knowledge

- Demonstrates necessary job knowledge
- Possesses necessary technical skills
- Meets performance expectations
- Delivers the Brand Promise

POSITION SPECIFIC – These competencies are specific to the volunteers role at SU..

Adaptability/Flexibility

- Adapts to change and is open to new ideas
- Takes on new responsibilities and effectively manages associated pressure
- Adjusts plans to meet changing needs
- Makes self available to assist others

Budget/Cost Control

- Plans for and uses resources efficiently while seeking avenues to reduce costs
- Creates accurate and realistic budgets
- Tracks and adjusts budgets
- Contributes to budget planning

Dependability

- Meets commitments and accepts accountability
- Sets personal standards and stays focused under pressure
- Effectively works independently or as team participant
- Meets attendance /punctuality requirements

Integrity/Ethics

- Deals with others in a straightforward and honest manner
- Hold self accountable for actions and maintains confidentiality
- Supports company values
- Effectively conveys positive and negative

Meeting Management

- Holds appropriate number of meetings
- Develops agendas and establishes clear goals for meetings
- Involves appropriate team participants
- Encourages and balances input

MINIMUM QUALIFICATIONS:

- Possess the ability to make recommendations to effectively resolve problems or issues, by using judgment that is consistent with standards, practices, policies, procedures, regulation or government law.
- Possess the ability to multi-task, organize and prioritize work effectively.
- Possess the ability to work under pressure.
- Proficient with all Microsoft PC applications.
- Must exhibit professionalism and maintain confidentiality.



SIDEWALK UNIVERSITY
ENRICHING THE MINDS OF TOMORROW'S LEADERS

www.sidewalkuniversity.org



PHYSICAL DEMANDS:

The Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment is virtual and due to the sensitive nature of your work, you must have access to a home computer. The characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not intended to be an exhaustive list of requirements of the position, and may change at any time with or without notice. All positions require volunteers to perform the duties indicated in addition to other assignments given by the Director of Volunteer Services, the President or as required by the nature of the job.

If you would like to apply for this position, please send resume to April Robinson April@sidewalkuniversity.org with the heading, "SU Volunteer" and the title of the position for which you are applying.