POSITION DESCRIPTION

Position Title: Project Coordinator
Location: SFPE Headquarters, Gaithersburg, MD
Full/Part-time: Full Time, Non-exempt position
Supervisor: Director, Professional Development

Overview
This position is responsible for supporting the Society’s professional development, research, Foundation, and technical programs and activities.

Functions

Professional Development (50%) and Technical (25%)

- Maintain committee descriptions, rosters, and terms of service as well as onboard new committee members and schedule meetings.
- Prepare meeting agenda and meeting materials and participate in meetings and conference calls as needed.
- Write and circulate meeting minutes.
- Update and develop marketing and promotional content.
- Maintain and enhance sections of the website(s).
- Submit and maintain committee ballots.
- Organize public comments.
- Support the distribution and archiving of Professional Development Hour certificates for professional development programs.
- Support the accreditation approval and renewal process and documentation for SFPE’s educational programs.
- Coordinate materials and shipping for programs.
- Coordinate implementation of a knowledge management system across the Society.
- Support the overall goals and objectives of the team and Society.
- Other duties as assigned.

Foundation/Research (25%)

- Working with the Foundation’s Board of Governors, increase awareness of the SFPE Foundation through enhancement and promotion of Foundation’s work.
- Coordinate the awards program.
- Administer the research grants to include contracting and funding through delivery of research results.
• Coordinate promotion and visibility of research results through website, communication, social media channels and educational events.
• Assist with the facilitation of donor development to the Foundation.
• Coordinate the financial and regulatory reporting.
• Support the development of research planning for the fire protection engineering profession.
• Coordinate research symposiums.
• Develop agendas and materials for board meetings as well as participate in those meetings and capture the meeting minutes.
• Work with staff and board to prepare annual budget.
• Support the overall goals of the Foundation.

Position Requirements

• Undergraduate degree in business administration, management, English, communications, or other relevant field of study.
• Demonstrated ability to manage multiple projects simultaneously and experience with volunteers is a plus.
• Excellent organizational and prioritization skills; able to handle projects and priorities effectively and professionally.
• Ability to work well in a small, high-energy organization; a team player willing to take on new challenges with demonstrated ability to partner with staff and member volunteers.
• Strong verbal communication and technical writing skills.
• Excellent, articulate, personable and diplomatic customer service skills.
• Creative, flexible and self-motivated.
• Possess a positive, team-player attitude.
• Proficiency in MS Office 365 and willingness to keep up with evolving technologies and learn new platforms as required.
• Up to 5% travel.