



POSITION DESCRIPTION

JOB TITLE: Division Coordinator
DEPARTMENT: Meetings, Divisions & Partnerships
STATUS: Non-exempt
REPORTS TO: Vice President, Divisions

POSITION SUMMARY

Supports the governance, strategy, planning, integration and execution of assigned NDIA Divisions under the Meetings, Divisions and Partnerships Business Center. Provides assistance to Division staff in facilitating assigned Division activity between the Business Center and the Association's Divisions, Chapters, Affiliates, Working Groups, Committees, and Client events.

Major Responsibilities:

- Provides administrative support for initiatives, programs and meetings, to include coordination of meetings, lists, and communications.
- Facilitates and maintains division lists, rosters, documents and web pages, cross-checking for validity and accuracy. Assists Divisions in coordination with members and Government stakeholders.

Specific Responsibilities:

- Assist with coordinating and facilitating collaborative initiatives and opportunities across the Association's Divisions, Chapters, Affiliates, Working Groups and Committees as well as external organizations.
- Reviews and performs updates to POAM, web pages and communities sites, and other documents as directed.
- Working with volunteer leadership, manages assigned division & committee portfolios; including all administrative responsibilities; minutes, leading conference calls, roster maintenance, post event analysis, documentation, etc.
- Facilitates the development of conference, meeting and event programs and manages speaker invitations, purpose statements and content agendas in consonance with Division, Working Group and Committee leadership.
- Supports Division-focused membership and volunteer recruitment activities.

- Work in close coordination with NDIA Meetings in the planning and execution of Division, Working Group, and Committee meetings and conferences. Contribute to Division and post-event analysis and summary documentation.
- Conduct local and out-of-town travel as required to support Division, Working Group and Committee events.
- Assist membership and Chapters in understanding Division programs and facilitate interaction.
- Draft communications such as for letters and other correspondence in support of Division activities.

QUALIFICATIONS, KNOWLEDGE SKILL REQUIRED

- 2-5 years of related experience in administrative and program roles gained in a non-profit, for-profit, foundation or government setting is desired.
- Ability to work with many people at different levels in a collaborative and tactful manner is necessary.
- Personal accountability
- Strong interpersonal and collaborative leadership skills
- MS Office and related or similar expertise
- Personal commitment to NDIA mission and values

Internal Relationships: Maintains close and frequent contact with the Sr. VP, Meetings, Divisions & Partnerships, VP, Divisions, Meetings Policy & Strategy, as well as, other NDIA teams.

External Relationships: Has extensive contact with Division leadership, NDIA BOD members, corporate members, military and government.

ADA SPECIFICATIONS

This position involves moderate travel of week to 10 days duration and ability to work from off-site. Must be able to travel locally to meetings. This is an office position and may require some bending and lifting and requires the use of a computer and office machines.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.