



Position: Training and Events Coordinator
Location: Albany, Statewide
Full-time: 35 hours per week

At the New York Association of Training and Employment Professionals (NYATEP) we believe the key to economic development is skilled workers. As New York's leading membership association for economic development, education and training, and employment providers we provide leadership, vision and advocacy for a thriving workforce in New York State. Our focus is ensuring that every New Yorker and employer in New York State has access to the skills they need to work in and support a robust statewide economy. We achieve this by giving our members "voice" through advocacy, increasing system-wide "knowledge" of workforce best practices, and supporting "progress" through piloting innovative initiatives or tackling seemingly intractable policy issues. Learn more about NYATEP at www.nyatep.org.

The ***Training and Events Coordinator*** is essential in NYATEP's ability to educate and communicate with our members and future members. The Training and Events Coordinator will be responsible for leading the planning and coordination for NYATEP's two major annual conferences held in the fall and spring; coordinating logistics for NYATEP hosted trainings, special events, and various meetings conducted throughout the year and around the state. In total it may be upwards of 30 events a year.

In addition to planning and producing NYATEP events, the Training and Events Coordinator will be responsible for outreach, engagement and cultivation of sponsors and exhibitors who play a key role in supporting NYATEP events; bringing new products and ideas to our members and partners; and continue NYATEP's work within local and regional communities. The Training and Events Coordinator will be expected to set and meet event, sponsor and exhibitor revenue targets for the fall and spring events. This position will report directly to NYATEP's Executive Director.

RESPONSIBILITIES:

- Oversee all aspects of scheduled conferences and events from beginning through completion
 - Management of the overall events calendar.
 - Develop action plan for event coordination; budget creating; agenda development; sponsor & attendee marketing and recruitment; and event follow up six months prior to the event in conjunction with the Executive Director and NYATEP staff
 - Create and maintain marketing materials, website event pages and social media, etc.
 - Act as a point of contact for members and attendees for events and conferences; this includes responding to member and attendee questions; registration and billing support; and agenda development
 - Coordinate conference, meeting and event logistics with support from the Executive Director and staff including room arrangements, catering services, speaker needs, etc.

- Act as point of contact for all vendors and caterers for NYATEP hosted events
 - Coordinate presentation materials and clearly communicate any IT/AV needs for meetings and events
 - Create and send follow-up survey to attendees and speakers to ensure attendee satisfaction
 - Create organized Billing and Accounts Receivable/Payable associated with conferences, events and meetings.
 - Book hotel room blocks and manage staff travel booking for NYATEP hosted events
- Event sponsor and exhibitor outreach to provide sufficient monetary support for the conferences and events
 - Maintain conference and event information on Staff and training calendars
 - Provide assistance to the Event Director with administrative duties as needed
- Work directly with Staff and Executive Director to create well rounded and impactful events

KEY REQUIRED SKILLS AND COMPETENCIES

- 3-5 years of relevant experience working in events management, catering and/or hospitality and food service.
 - Experience working in event sales or marketing.
 - Excellent communication skills and ability to handle negotiations.
 - Adept at navigating a fast-paced, entrepreneurial environment, and an ability to manage complexity and moving parts with ease.
 - Ability to design and craft events that are creative, engaging and memorable.
 - Working knowledge of graphic design/marketing is preferable, but not required.
- Ability to work independently as well as cohesively with staff in event development.

Specific attributes of this position include highly organized; ability to read situations and people and respond with high degrees of emotional intelligence; flexibility and high level of initiative; can work in person or virtually.

Educational Requirements: A strong work history in events management is the primary requirement.

This position will be a full time, salaried position (35 hours a week 8:00AM – 4:00PM or 9:00AM – 5:00PM). We have a flexible work environment, with the option to flex your schedule and work from home. (Currently all staff is working remotely due to COVID-19). Travel for the fall and spring conference will be required when in-person events resume.

Additional Information about NYATEP:

Our dedicated members represent every region of New York, and include all 33 Workforce Boards in NYS (which represent more than 500 employers), Career Centers, youth development programs, unions, K-12 education system, colleges and universities, and not-for-profit organizations and education and training providers. We support the workforce community through advocacy, policy research and analysis, professional development, and technical assistance. For more information visit www.nyatep.org

To meet our membership's needs we strive to provide high quality customer service to our members, and our network of partners and collaborators. To that end, staff are expected to embody the following attributes:

- **Responsive:** To member needs, as well as internal and external stakeholders (48 hours).
- **Passionate:** About workforce issues and member concerns. Staff is expected to take the initiative to learn and understand the key federal and state issues, and applicable laws.
- **Collaborative:** Both striving to work effectively and collaboratively, internally and externally.
- **Strategic:** Conscientious of the limited staff resources, and continuously looking for ways to improve services or service delivery.
- **Resourceful:** Focused on continuous learning (i.e. knowing the issues before our members) and striving to access knowledge and resources to improve internal practices and services to members.

NYATEP affirms that it shall ensure equal employment for all qualified individuals without consideration of their age, sex, race, creed, color, national origin, marital status, sexual orientation, political affiliation, or belief. The scope of equal opportunities shall also include the non-discrimination of physically or mentally handicapped individuals.

It is furthermore affirmed that the concept and philosophy of equal opportunities shall also be provided for, but not restricted to, all components of employment, recruitment, selection, assignment, compensation, benefits, promotion, and training.

To apply: please email Cover Letter and Resume to Molly Tocin at mtocin@nyatep.org