

## **NATIONAL CENTER FOR HIGHER EDUCATION RISK MANAGEMENT, LTD**

### **PROGRAM COORDINATOR (HIRING TWO POSITIONS)**

#### **Position Description**

NCHERM is a law and consulting firm based in Malvern, PA that is dedicated to best practices for campus health and safety. NCHERM also houses membership associations SCOPE ([www.wearescope.org](http://www.wearescope.org)), NaBITA ([www.nabita.org](http://www.nabita.org)) and ATIXA ([www.atixa.org](http://www.atixa.org)) and the newsletter Student Affairs e-News ([www.studentaffairsenews.com](http://www.studentaffairsenews.com)). NCHERM seeks two Program Coordinators with higher education (preferably student affairs) experience to serve a small, busy not-for-profit corporation.

Program Coordinators will assist in coordinating NCHERM and ATIXA's regional trainings, membership needs, annual conferences, webinars, retainer client needs, will support day to day operations of the office, including serving as a point of contact for NCHERM's college/university clients via phone and email, maintaining databases, marketing initiatives and websites, and work closely with the organization's executive staff.

#### **Responsibilities**

- Assist in the execution of a comprehensive schedule of professional development programs annually (i.e. national conferences, regional seminars)
- Work with meeting procurement specialists, hotels, convention services and campus hosts to secure event venues and services
- Obtain necessary certification for attendee accreditation, such as CEUs, CLEs, etc
- Work with NCHERM consultants to design and implement training opportunities for clients
- Daily interfacing with clients, contractors, and service providers
- Provide a high level of communication and service delivery, responding in a timely manner to inquiries and concerns
- Assist in the development of organizational efforts to create efficiency, consistency and standardization in branding, policies, processes, and procedures
- Review and respond to daily mail, email and faxes in a timely manner to facilitate the smooth running of the office
- Maintain and update all client files as necessary
- Work with clients to provide necessary paperwork and invoicing for consultancy services
- Participate in the development and maintenance of NCHERM and its affiliates' websites
- Assist in materials preparation/ mailing for regional and national conferences
- Process membership management tasks
- Create a weekly summary of NCHERM and its affiliates' activities

- Assist with special projects
- Program Coordinators will be expected to do considerable domestic travel to be on-site for conferences, trainings and events

### **Qualifications**

- Must be an excellent multi-tasker and able to handle multiple projects at once
- Proficiency using Microsoft Office, including Excel
- Proficiency with web design and social media a plus
- Excellent written and oral communication skills at all levels within an organization
- Must be flexible, organized and able to work in a fast-paced environment with proven ability to take initiative and work collaboratively with team members
- Prior event-planning experience preferred, though not necessarily previous employment as an event planner
- College or university student affairs experience preferred
- Master's in Student Personnel or similar credential preferred
- Experience establishing systems and processes to improve efficiency and functioning during a period of rapid organizational growth
- Healthy sense of humor required
- No smokers, please

Program Coordinators report directly to the Associate Executive Director and also work closely in conjunction with the Executive Director, Director of Client Relationships.

### **Compensation:**

\$32.5k-\$40k depending on experience and benefit requirements

**Interested candidates should submit a resume, cover letter, and 3 professional references to:**

Samantha Dutill, Associate Executive Director  
NCHERM  
[Samantha@ncherm.org](mailto:Samantha@ncherm.org)  
Fax: 610-993-0228

No phone calls, please.