

**Position Description for the
TRAINING AND EVENTS COORDINATOR
Of the South Carolina State Firefighters' Association**

Position Basic Description: Under limited supervision, will oversee and supply the logistics for numerous training and education functions of the SC State Firefighters' Association. The position will be responsible for offering coordination to Association events to improve the quality and availability of training to the Association members.

Position Requirements / Skills Required:

- An Associates degree in Business, Marketing, or a related field is preferred
- A working knowledge of trade shows and the accommodations industry is essential
- Must have and maintain a valid SC driver's license
- Must demonstrate, through resume and interview, a fundamental capability for communications

Primary Duties:

- ❖ Provides logistical support for the conduct of the quarterly training events of the Association
- ❖ Serves as staff liaison, and facilitate along with the Executive Director and Health and Safety Committee Chair, the annual Fire Service Improvement Conference
- ❖ Facilitates the travel and participation by staff and Executive Committee members to the annual Fire Department Instructors Conference
- ❖ Facilitates and organize the logistics associated with the travel and meetings of the annual CFSI Washington trip
- ❖ Serves as staff liaison to the appointed delegates of the two NVFC meetings and facilitates all trip logistics for those delegates
- ❖ Serves as staff liaison to various Association committees as assigned by the Events Manager
- ❖ Acts as logistics coordinator for the conduct of the Association's annual Legislative Day
- ❖ Facilitates travel, food, and hotel arrangements for all Executive Committee meetings
- ❖ Facilitates the logistics for the Spring and Fall Executive Committee planning meetings
- ❖ Records and produces minutes for all Executive Committee functions and catalogs and retains recordings of all Executive Committee meetings and the annual conferences
- ❖ Coordinates and oversees the production of all Association issued awards

Other Duties:

- ❖ All other duties as assigned by the Training and Events Manager