

POSITION PROFILE

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| Position Title: | Director of Programming and Education <i>(Expect to spend minimum 10 hour/month with additional hours first 1-3 months for onboarding)</i> |
| Location: | Calgary, Alberta |
| Date Revised: | March 2022 |

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| POSITION SUMMARY: | <p>The Director of Programming and Education works as a Co-Director in this portfolio and is responsible for planning professional development events (live and virtual) that meet the needs of the membership. The approach will be designed to align with the direction of the board and member needs, and include trends and new developments in coaching practice.</p> <p>Term: Two (2) years</p> |
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| CORE RESPONSIBILITIES: | Estimated % time |
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| <p>Leadership Responsibility</p> <ul style="list-style-type: none"> • Co-Chair the Programming subcommittee • Co-Lead the portfolio with Co-Director • Create events that align with the membership surveys and are pertinent to interests from members • Work with the Treasurer and Board to determine the projected budget for the fiscal year • Liaise with Board Directors, particularly related to program strategies, as needed • Act in accordance with the western region as a contact for the shared event collaboration | 30% |
| <p>Develop and Manage Programs and Events</p> <ul style="list-style-type: none"> • Plan ~ 10 events per term (shared responsibility with Co-Director) • Initiate and receive proposals from speakers and seek speakers of interest to members • Primary point of contact and liaise with speakers to develop presentation ideas, as required and provide all necessary information on the events and membership • Manage & support event logistics for both live and virtual events (all project plans and checklists are provided for this role) • Collaborate with VA, Co-Director and Marketing and Communication Directors to support registration and marketing processes • Prepare budgets for events, including fixed and variable costs, and plan for profit fee structures • Apply for CCEUs as required | 60% |
| <p>General Board Participation and Admin</p> <ul style="list-style-type: none"> • Actively participate on the board, prepare and attend monthly Board meetings, and contribute to other Board activities and meetings as required, i.e. annual strategic planning session • Attend chapter events • Contribute and update the Program Director folder on Chapter Google Drive • Communicate with Board through BaseCamp for scheduling, sharing content and managing the tasks assigned to the VA • Participate in continuous improvement of Board processes | 10% |

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| POSITION QUALIFICATIONS: <i>(add more rows as needed)</i> | Mark X as applicable |
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| Certifications – Professional; Regulatory <i>(i.e. applicant must hold or be working toward a valid/current ICF designation, ACC, PCC, MCC)</i> | Req'd | Asset |
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| • Working towards or currently hold an ICF credential (ACC, PCC or MCC) | X | |
| • Be a member in good standing with ICF | X | |

| Experience – Role-specific <i>(i.e. knowledge & experience gained by working in a specific role. Include years required in the role, if applicable.)</i> | Req'd | Asset |
|---|--------------|--------------|
| • Be actively coaching, either internally (within an organization) or externally (having own coaching practice) | X | |
| • Previous experience working with a Board or in the non-profit sector | | X |
| • Excellent communication (verbal and written) and presentation skills | X | |
| • Natural affinity towards teamwork and interacting with others and building strong positive relationships | X | |
| • Previous experience in Project or Event Management | | X |
| • Analytical, problem solving skills | X | |
| • Skills related to strategic thinking, big picture, and business development | X | |

| Technical Skills/Abilities (Technical Competencies) – indicate applicable competencies and proficiency levels required for the position <i>(i.e. specific software like Excel, Basecamp and various social media platforms, etc.)</i> | Req'd | Asset |
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| • MS Office skills (Excel, Word, PowerPoint) | X | |
| • Project Management software knowledge and experience (i.e. Basecamp and G-Suite) | | X |