

**Massachusetts Water Works Association
JOB DESCRIPTION**

Job Title: Training Coordinator
Reports To: Executive Director
Prepared By: Executive Director
Prepared Date: June 2016

SUMMARY:

Massachusetts Water Works Association (MWWA) is a non-profit membership organization dedicated to the advancement of the public water supply profession. MWWA's educational offerings have been expanding. We are seeking a highly organized individual who will be responsible for performing a broad range of functions in support of our rapidly growing educational programs and services. Working under the direction of the Executive Director and in coordination with MWWA's Board of Directors and volunteer committees, the Training Coordinator will be MWWA's liaison with our Education Committee and will support the association's continuing education seminars, as well as prerequisite courses, offered throughout the Commonwealth.

ESSENTIAL JOB FUNCTIONS:

Serve as Training Coordinator with the Association's Education Committee

- Prepare monthly meeting agenda in consult with committee co-chairs.
- Take minutes at monthly meetings, send draft minutes to chairs to review within one week after the meeting, incorporate edits, and finalize draft for distribution to the Education Committee.
- Distribute meeting materials (agenda, minutes, training summary) two weeks in advance of next month's meetings.
- Keep track of Ed Committee Roster and members' contact information.
- Update Training Summary spreadsheet monthly with registration counts, revenues and expenses for individual courses.
- Keep in contact with members of the Education Committee who have taken on tasks in between meetings to ensure completion.
- In consultation with the Education Committee, update their yearly Work Plan. Ensure goals are reviewed and progress is made on each goal throughout the year.
- Report completed Education Courses to the Board of Certification annually.
- Ensure compliance with Board of Certification Blanket Training Contact Hour approval.
- Work to recruit new members to the Education Committee.

Work to continually expand course offerings, improve course content, and delivery.

- Maximize course offerings in accordance with the Education Committee's target and goals for the year.
- New course content development (in consultation with the Education Committee).
- Coordinate training sessions by confirming instructors and locations, prepare flyers, prepare online registration forms, post information to the website, prepare TCH criteria document for all new courses, coordinate with course instructors on course materials, purchase supplies for training classes, process course registrations, prepare sign in/out

sheets, arrange for refreshments and/or meals for courses, attend sessions to act as proctor, prepare certificates of completion, prepare a summary of evaluations, maintain records and track course costs, and send thank you letters to instructors and locations.

- Instruct on a wide range of water distribution and treatment topics.
- Instruct MWWA's prerequisite courses in Distribution, Basic Treatment (and Advanced Treatment) courses in various locations throughout the Commonwealth. Coordinate with contracted instructors on these courses; Develop midterms/finals for courses, update training materials as necessary, summarize mid-course and final course evaluations, prepare certificates of completion, follow-up and track success of students in these courses on Drinking Water Operator Exams.

Provides other administrative support including, but not limited to:

- Answering incoming calls, emails, website Contact Us forms, respond to inquiries regarding MWWA and the operator certification process.
- Attend meetings as necessary to represent MWWA.
- Participation in other special project assignments.
- Perform any other administrative tasks or duties which may be assigned.

QUALIFICATIONS: To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS:

- Ability to establish positive public relations for the organization, and to interact effectively with a wide variety of people.
- Ability to teach on a wide variety of water-related topics and connect with the students.
- Ability to handle multiple tasks, exercise independent initiative, and follow up on details without direction.
- Ability to maintain positive working relationships with association staff, members, and business partners.
- Computer proficiency including Microsoft Office Suite. Specific knowledge of Excel spreadsheets and formulas, PowerPoint and mail merges required.
- Ability to communicate effectively both verbally and in writing; thorough knowledge of business English, spelling, grammar and punctuation.
- Must have current driver's license. Travel within the state to meetings and training classes will be required.
- Ability to sit for extended periods of time and to lift and carry approximately 30 lbs.

- CORI Check will be required.

DESIRED QUALIFICATIONS:

- Ability to teach math concepts as it relates to the water works profession.
- Ability to learn QuickBooks.
- Ability to work with the association's membership database and update the website with course offerings.

EDUCATION AND/OR EXPERIENCE:

- High School Diploma or Equivalent
- Minimum of 5 years of experience in the water industry.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree or higher education desirable
- Distribution and/or Treatment License(s)

WORK ENVIRONMENT: MWWA has a small office at the Acton Water District in Acton, MA. Telecommuting will be allowed for this position as much of the coordination of courses will not require the employee's presence in the MWWA office. There will be quite a bit of travel to MWWA training sessions throughout Massachusetts. A car is required.

COMPENSATION: This position is a full time, salaried position, based on a 40-hour work week, Monday through Friday. Some night teaching might be required. This position is classified as a professional, exempt position. Compensation is negotiable based on qualifications and salary will be "all-inclusive" meaning any costs for health, dental or disability insurance are included in the salary. Any of the employee's pre-tax retirement contributions are also included in the salary.

The Employer will pay, or reimburse the Employee, for business expenses incurred by the Employee which are directly related to the performance of the Employee's duties of employment, subject to timely submission by the Employee of payment or reimbursement requests and appropriate documentation to the Employer and their approval. The Employer will reimburse the Employee at current I.R.S. rates, for mileage expenses arising out of any necessary travel incurred as part of the day to day operations required of the employee, excluding travel between the Employee's residence and the Employer's office.

Massachusetts Water Works Association is an Equal Opportunity Employer.