



## IAP2 Federation – Position Description

Title:	Administrative Assistant - Training
Reports to:	Executive Manager
Direct Reports:	None
Term:	Part-time contract basis, 20 hours per week, through June 30, 2015
Location:	Virtual Office
Pay Rate:	\$15 – 20 per hour (USD), commensurate with experience

Founded in 1990 by a group of dedicated P2 practitioners, the International Association for Public Participation (IAP2 Federation) has grown into an international federation of over 2600 professionals in 26 countries working to advance the practice of public participation (P2). National affiliates and their members benefit from research, training and networking opportunities with IAP2 Federation peers.

### Position Scope:

Under the direction of the Executive Manager (in consultation with the Federation Board), and within the framework of the Association Bylaws and Strategic Plan, the **Administrative Assistant** will organize and coordinate activities towards the goals and objectives of IAP2 Federation.

This is an administrative position with the responsibility for maintaining the overall administrative functions of IAP2 guided by directives of the Executive Manager and Federation Board members.

This position description does not preclude tasks that may need to be performed on key projects and initiatives relating to the 2015 priorities of the IAP2 Federation Strategic Plan as implemented by the IAP2 Federation Board.

### Position Responsibilities:

#### Training Administration:

- Support group of 30-40 independent licensed trainers worldwide
- Manage IAP2 training calendar and training related pages on website, upload dates for 2015; update trainer photos and bios; manage website access
- Provide post-training survey links and reports; prepare license fee invoices;
- Prepare electronic certificates for each course;
- Update and manage the training database;
- Verify completion of Planning prerequisite;

- Respond to training inquiries from trainers, their support person(s) and participants;
- Track training courses, prepare training reports (monthly and quarterly); reconcile against budget projections and business plans
- Track license compliance (agreements, business plans, training days, for each trainer)
- Compile annual report of online survey evaluations for each trainer against the benchmark

Data Management: includes producing training reports as needed, maintaining training database, ensuring website information is accurate; managing LinkedIn/Facebook accounts.

General Administrative: includes preparing invoices as needed and managing collections, providing monthly reports as needed, responding to training inquiries, some website maintenance, attending and taking minutes at meetings, as needed.

Position Qualifications:

- Two years administrative experience
- Association management knowledge preferred
- Ability to prioritize and juggle multiple projects and tasks
- Strong attention to detail and organizational proficiency
- Excellent communication and customer service skills
- Ability to learn and adapt to new technology solutions
- Strong knowledge of MS Office, Adobe Acrobat Professional, Google Drive, Dropbox, SurveyMonkey, YourMembership.com
- Ability to work independently from remote location (virtual office)

Applications:

1. Applications must reach our inbox by no later than the specified closing date December 15, 2014 at 5:00 PM, PST (US/Canada).
2. Applications will be accepted by email only to [operations@iap2.org](mailto:operations@iap2.org). You will receive an email confirming receipt of your application within 48 hours of submission.
3. Apart from your detailed resume, include a covering letter stating why you are applying for the position and giving details of how you may be contacted along with your statement addressing the job requirements.
4. Only applications in written English will be accepted.
5. All applications received will become the property of IAP2 and cannot be returned to unsuccessful applicants. Please do not submit original documents.