

Job Description



Position: Program Support Coordinator and Facilitator

Summary: The Program Support Coordinator and Facilitator will work in a team setting to facilitate meetings, retreats, and workshops and also coordinate program support for both quantitative and qualitative data on selected projects. The Program Support Coordinator and Facilitator reports directly to the Senior Manager of ACET's Program Services department unless directed otherwise for a particular project.

Essential Duties and Responsibilities: The Program Support Coordinator and Facilitator will be responsible for the following tasks:

- Facilitate meetings, retreats, convenings, workshops, and other events;
- Take notes for meetings, retreats, convenings, workshops, and other events when not acting as a facilitator;
- Collect, record, and code qualitative data from sources such as focus groups, interviews, and observations;
- Keep current with data-collection practices and topics relevant to clients' data needs;
- Conduct research and summarize resources and literature;
- Collect and record quantitative data from sources such as assessments and surveys using selected software;
- Create tables and charts to illustrate key findings;
- Prepare draft data briefs and memos;
- Build relationships with community and cultural influencers;
- Uses facilitation strategies to reach a range of community groups with a lens of being culturally inclusive;
- Engage in opportunities to promote ACET services;
- Assist in business outreach;
- Assist staff with planning efforts and meeting logistics;
- Maintain a clean work environment;
- Follow policy and procedures outlined in the employee handbook; and
- Complete other relevant and appropriate duties as may be assigned.

Minimum Qualifications: Minimum of a Bachelor's degree with up to 2 years of experience planning and facilitating meetings and workshops. The Program Support Coordinator and Facilitator must possess strong organization skills, can coordinate multiple projects and tasks, find solutions when issues arise, have a strong attention to details, and demonstrate clear verbal and written communication skills.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.