

JOB DESCRIPTION

Position Title: Learning and Development Coordinator

Status: Non-exempt

Original Date: 03.01.19

Revised Date:

Department: Learning & Development

Reports To: CLO

Basic Function and Scope of Responsibilities: The learning coordinator provides professional and reliable administrative support to all functions within the Learning and Development team. This position works closely with the CLO to prioritize tasks based on strategic and project priorities.

Principal Responsibilities:

- Oversees standards for department print and digital filing systems as well as associated content
- Administers, distributes and maintains records of all contracts for the learning and development department
- Supports department staff in handling all invoicing and follow-up with vendors
- Maintains and distributes all department metrics to key stakeholders in accordance to established reporting timelines: instructors, clients, and internal staff members, in accordance with established reporting timelines
- Coordinates scheduling, material preparation, correspondence, and -marketing support for all meetings and learning events
- Tracks and administers unique learning licenses and membership renewals for the L&D team
- Support Learning and Development team in creation/delivery of departmental communications in coordination with the CLO.
- Coordinates department schedules as needed
- Supports all department needs for data entry, mailing, scanning and recordkeeping
- Seeks to enhance and simplify department workflows
- Completes other administrative tasks as assigned by the CLO

Minimum Qualifications:

- Advanced knowledge of Microsoft Office tools to include: Word, Excel, PowerPoint, and Access
- Prefer college degree

Training, Skills, Knowledge and/or Experience:

- Excellent interpersonal skills
- Ability to establish positive working relationships with key stakeholders
- High level of professionalism
- Excellent organizational skills
- Self-starter and Self-motivated
- Previous experience online meeting software preferred

Physical Requirements:

- May be exposed to short, intermittent, and/or prolonged periods of sitting and/or standing in performance of job duties
- May be required to accomplish job duties using various types of equipment/supplies, to include but not limited to pens, pencils, calculators, computer keyboards, telephone, fax machine, etc.

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The physical demands and work environment that have been described are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act. The above job description is an overview of the functions and requirements for this position. This document is not intended to be an exhaustive list encompassing every duty and requirement of this position; your supervisor may assign other duties as deemed necessary.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____