

## **Education Coordinator**

Want to be part of a dynamic team supporting SFPE in achieving its vision of engineering a fire safe world? Want to support the delivery of high-quality education that enables fire protection engineers to protect people and their homes and businesses?

### **Who we are**

The Society of Fire Protection Engineers (SFPE), located in Gaithersburg, Maryland, was established in 1950 and is the world's leading professional society representing those practicing in the field of fire protection and fire safety engineering. SFPE has over 4,800 members and over 100 chapters worldwide, including more than 20 student chapters.

### **Who you are**

You are passionate about working within a mission-oriented organization. You love meeting and helping people. You like working in a small, high-energy organization. You are creative, flexible, and self-motivated. You are a team player willing to take on new challenges. You partner well with staff and volunteers. You are articulate, personable, and diplomatic in dealing with customers. You are organized and meet deadlines.

### **What you'll do**

You will work closely with the professional development team to provide support and coordination for all types of education events. You will serve as the point of contact for questions about professional development programs and provide excellent customer service. For onsite events, you will meet and greet participants and provide exceptional customer care. You will be a part of a team that delivers education through a variety of platforms. You will maintain information in the association management and learning management systems. You will provide pre- and post-event communications. You will provide logistical support prior to and at events. Up to 10% travel required.

### **What's attractive about this job**

- It is a great first step toward a career in associations
- You will be able to apply your passion for customer service
- You will have the opportunity to learn more about the delivery of professional development and event planning
- Your work will directly impact safety and save lives
- You will work with great colleagues on the SFPE team
- You will have a comprehensive salary and benefits package including a very competitive 401k match, health insurance, generous paid time off, free parking and much more.

### **Position requirements**

- Associates degree, and at least two years' experience, or another equivalent combination of education and experience; undergraduate degree preferred.
- Excellent customer service skills and attitude.
- Proficiency in MS Office 365; experience with AMS and/or LMS systems a plus.
- Excellent organizational and prioritization skills; self-directed, able to handle multiple tasks, projects, and priorities effectively and professionally.

Work will be performed onsite and in partial telework. Candidates must reside in the Washington, DC area and be able to work in the Gaithersburg office at least two days per week.