

Professional Development Coordinator

Professional Development Coordinator:

- Must be a member of the Academy and PHCNPG.
- Is appointed
- Serves as non-voting member of the Executive Committee (EC)

Term:

Two years; can be reappointed once

General PHCNPG duties

- Attends EC meetings and conference calls.
- Performs other duties as specified in the job description or as designated by the EC

Position specific duties

- Responsible for coordinating all education activities as outlined by the DPG Education Plan to include webinars, podcasts, workshops and articles.
- Coordinate all pre-FNCE education activities for the membership, including chairing an ad hoc committee
- Foster relationships with other DPGs in order to collaborate and partner on education opportunities.
- Maintain a directory of potential education resources and opportunities from other outside entities and facilitate the communication of such to the membership via e-blast, EML, social media, etc.
- Trains the incoming professional development coordinator and transfers relevant files.
- Serves as a non-voting member of the Executive Committee.
- Participates in trainings, meetings, webinars, and teleconferences as provided by the Academy for DPG leadership.
- Participates in monthly conference calls and meetings at FNCE.
- Reviews and updates job description as needed and submits it to the Executive Committee for approval.

Original: 05/14

Revised/Approved: 05/03/19, 06/01/21