

# North Florida Compensation & Benefits Association

## Education Director Job Description

### Summary

Oversees the Association's hosting of WorldatWork education certification seminar(s).

### Essential Functions

- Communicates directly with WorldatWork representatives and seminar attendees
- Sends email notices for chapter sponsored World at Work Certification classes
- Ensures course revenues are submitted to Secretary/Treasurer
- Reconciles and reports WAW course revenues and expenses
- Coordinates facilities for certification classes
- Coordinates course materials shipment and distribution
- Coordinates refreshments for certification classes
- Ensures that the duties of the position are performed in accordance with the NFCBA by-laws
- Attends Board Meetings
- Attends Local Network Meetings

### Position Requirements

- Desire to support the local community of Compensation, Benefits, and Total Rewards professionals
- Ability to promote certification class participation
- Ability to send certification class communications information to Communications Director in a timely manner

### Term Length

The Education Director role is normally for a two year period, depending upon current chapter leadership needs.

### Date of Last Revision

6/11/13