

North Florida Compensation & Benefits Association

Program Director Job Description

Summary

Serves as the primary source for coordinating local chapter program topics and speakers and facilities (room, food, AV equipment).

Essential Functions

- Surveys members to determine meeting topics of interest
- Contacts potential speakers and coordinates topics and meeting dates
- Contacts facility liaisons to secure rooms, dates, and AV needs
- Contacts food vendors to determine menus, costs, coordinate dates, food delivery, and set up
- Responsible for submitting meeting email communications via website
- Responsible for website updates for meeting topics, details, speaker bios
- 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 determine program topics of interest to members
- Ability to coordinate meeting speakers, facility and meal details
- Ability to send meeting information to Communications Director in a timely manner
- Ability to coordinate website changes with vendor

Term Length

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

Date of Last Revision

6/11/13