



**Job Title:** Registration Coordinator

**FLSA Status:** Non-Exempt

**Reports To:** CEO/ President or her designee

**Travel:** Travel within the state of Virginia, Washington, DC and Maryland

**Schedule:** Tuesday through Thursday (Flexible PRN)

**SPECIAL REQUIREMENTS:**

- Must pass a FBI Criminal History record check:

**Summary:**

The Registration Coordinator will be a leader in the area of program registration and customer service. This position will oversee on-site management of participant's registration, and provide leadership in the area of customer service. The Registration Coordinator will work closely with the group facilitator/instructor at each event.

**Essential Duties and Responsibilities** include the following and other duties as assigned.

**Requirements of the role**

- Coordinator will process all registrations. He/she **MUST** arrive at the site at 8:00 a.m. or 1 hour prior to seminar start time dressed in business casual.
- Upon arrival, coordinator will unpack boxes of attendee materials; and ensure the meeting room is set-up properly and the requested audiovisual equipment is in the meeting room.
- Process morning registrations, which includes greeting attendees, distributing written materials i.e., pre-test/posttest, and continuing education information. In accordance with CE, board regulations.
- Coordinator will make the morning announcements and introduce the speaker.
- Coordinator is required to be available all day to answer attendee questions, assist speaker, and troubleshoot situations that may arise.
- At the end of the day the coordinator, will distribute continuing education certificates, pack up materials, and mail/ship back to Calvary Counseling Center.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

- Bachelors' degree or equivalent professional experience and or other relevant education.
- Excellent interpersonal communication, relationship building and stewardship skills; ability to personally connect with, network and engage diverse groups of internal and external stakeholders.
- Ability to accommodate multiple responsibilities and shifting priorities.
- Demonstrated ability to work productively and collaboratively within a team.
- Strong work ethic and commitment to delivering high-quality work aimed at results.
- **Strong organizational skills with attention to detail is essential .**

**Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to clients, and other employees of the organization.

**Math Ability:**

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have an intermediate level of working knowledge with Microsoft, Word, Excel, and other business and internet applications.

**Certificates and Licenses:**

- Valid driver's license preferred.

**Supervisory Responsibilities:**

None