



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