

ASTD Cascadia Chapter Job Description Programs / Series / General

Series events play an important role in the ASTD-Cascadia Chapter. The chapter generally conducts 2 of each of the Series events: Fundamentals of Training; e-Learning Strategies and Managing Learning and Development Projects in cooperation with Portland State University to meet the needs of training and development professionals in Oregon and SW Washington. Not only do Series events contribute substantial revenue to the chapter, they are also a key tool in serving our chapter's stakeholders and increasing membership.

Series Directors work closely with the AVP of Series and the ASTD-Cascadia Business Manager to plan, organize, coordinate, and implement the Series event for which they are responsible. This includes managing the tactical aspects of the Series events and ensuring the quality of the program content and presenters, including presenter selection. The Series Directors are overseen by the AVP (Associate VP) of Series. Whereas the role of the AVP of Series is to set the overall direction and strategy for Series events aligned with the overall Programs strategy, the Director of each Series qualifies and selects presenters and manages the tactical side of event management.

Series Director Responsibilities

- Assess, and work to meet, the needs of chapter members and other training professionals through biennial Series event for which they are responsible.
- Establish and maintain relationships with members and supporting organizations to secure venues and equipment for use with their Series events.
- Help manage the tactical aspects of Series as agreed upon with AVP of Series such as: contacting presenters, writing presenter agreements, securing locations, writing marketing copy, communicating with marketing committee, obtaining presenter course material, coordinating with PSU for earned credit, and event logistics, etc.

Qualifications Experience or willingness to learn event management, content needs, and presenter selection processes. Ability to communicate effectively and build relationships, assess program effectiveness, manage project details and meet deadlines. Creativity, a service attitude, and ability to think and plan strategically highly desired.

Term of Service One year

Time Commitment 2 – 4 hours per week, varies (More time commitment required the two weeks before and during the Series event.)