

# Meeting and Training Specialist

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## POSITION SUMMARY

The Learning & Development Coordinator for IMA's Professional Development(PD) team is responsible for assisting the team in the support and delivery of IMA's educational learning products including conferences, events, elearning products and the learning management technology.

## ESSENTIAL FUNCTIONS

- Be knowledgeable of all the IMA's PD products in terms of learning objectives, basic functionality, targeted audiences, and associated processes.
- Assist with the planning, logistics, support, and technology for IMA's annual conferences and events. This includes assisting with on line registration, room assignments, website updates, invoicing, on site support, etc.
- Provide administrative/logistic support to PD team regarding product registrations, NASBA requirements, CPE policies, on going product questions, etc.
- Be knowledgeable of IMA's Learning Center (learning management system) and assist with the administration of the Learning Center as needed.
- Partner/contract with colleagues in other IMA departments to support the professional development products.
- Establish and maintain effective working relationships with consultants and vendors to ensure contracts, products and systems are of high quality and cost effective.
- Some travel involved.
- Other duties as assigned.
- Future responsibilities may include opportunities to design and develop new professional development products.

## POSITION REQUIREMENTS:

- BA degree in adult learning/learning techniques and technologies, event planning or related field.
- Minimum of 2-4 years of relevant learning and development experience, preferably in an association or not-for-profit environment.
- Minimum of 1-2 years experience with e-technology and learning management systems (LMS) experience.
- Experience with data entry and quality control.
- Strong organizational skills and attention to detail.
- Strong interpersonal skills; ability to interface with members, colleagues, and vendors.

- Willing to continually learn new tasks and able to juggle multiple tasks in a fast paced environment.
- Some vendor relations experience.
- Proficient in Microsoft Office software programs (Word, Excel, PowerPoint, Outlook, etc.).
- Accounting knowledge and/or financial services education and experience preferred.
- Ability to perform all duties in an independent manner with minimal direction and supervision.