

PROFESSIONAL DEVELOPMENT COORDINATOR -

The responsibilities and skills that this will require include but may not be limited to:

Job Requirements:

- This job requires the ability to work independently and to work with a team.
- Project Management
- Ability to maintain a calendar with multiple deadlines
- Understanding and experience with the Aquarian Trainer Academy and the steps to develop through the Academy
- Experience with the community of Trainers
- Excellent Communication Skills
- Preferred knowledge in email marketing program (e.g. Constant Contact) and Wordpress
- Helpful to have skills in video editing and web design.

Professional Development

1. Facilitate PDC meetings:
 - a. Facilitate PDC meetings
 - i. Schedule and send reminders as needed
 - ii. Take minutes
 - iii. Set agenda items to meet timelines from the strategic plan
 - iv. Where needed, set up global sub-committees to work on specific topics of the strategic plan. Ensure that their work is staying focused on the key task(s), and delivering recommendations back to the full PDC in a timely manner.
 - v. Ensuring that reports are ready from sub-committees to bring to the meetings
 - b. Build a global membership of this working committee and subcommittees by recruiting new members to the PDC from different regions.
2. Work with Director of Professional Development(HCK) on timeline and deliverables
3. Project Management multiple Professional Development projects and work with project leaders
4. Calendar of projects and teams working on projects
5. Manage Sutra circles:
 - a. where appropriate – either in private discussion for PDC or sub-committee members, or in public trainer’s circles to get input from the broader trainer community
 - b. where needed, consolidate input – either from Sutra, trainer forum notes, and/or PDC meetings – into actionable, manageable notes, draft policies, or other documents to facilitate the process moving forward