

Senior Coordinator, Training and Office Logistics:

The Senior Coordinator, Training and Office Logistics is responsible for the overall logistical and operational needs of Alteristic, Inc. Our busy, client-focused, office needs a reliable, well-organized person to handle day-to-day operations with a focus on efficiency, detail orientation, and time management. This position is responsible for making travel arrangements, fulfilling training supply needs, coordinating registration, providing high-level customer service and administrative support, as well as tracking and maintaining all information appropriately.

Job Duties:

Travel & Supplies

- Make travel arrangements (flights, lodging and ground transportation) for 10-15 Senior Trainers
- Ensure travel arrangements at least six weeks in advance
- Collect and appropriately protect employees' information required for booking air or ground transportation and hotel accommodations
- Serve as a general resource and point of contact for travel-related issues; assist employees with travel-related challenges or concerns
- Ensure all proposed travel itineraries are in compliance with organization's Travel Policy and Procedures
- Update weekly tracking spreadsheet to maintain accurate records of employee travel arrangements and to ensure all employees receive the booking support required

Training Registration & Materials Management

- Plans, organizes, maintains, and manages the processes and operations of training registrations; coordinates the registration process including training logistics call with POCs, creating and maintaining event registration website, remaining in regular contact with host organizations to update them about headcounts, participant inquiries, and materials to be ordered, creating and maintaining scholarship codes as necessary and critical problem solving for various on-site training scenarios
- Monitor training supplies to ensure onsite and remote trainers have all needed training supplies
- Data entry into CRM – enter all new instructors into database ensuring appropriate tagging and updates all contacts and companies as needed



7955 Cameron Brown Court
Springfield, Virginia 22153
alteristic.org
571.319.0354

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Power of action.**

- Provide logistical support to various POCs and Air Force leadership including creating and sending registration information to all attendees and obtaining and updating rosters for trainings
- Maintain appropriate levels of inventory for trainings and other office functions

Administrative Support

- Coordinate logistics and planning for Green Dot events including securing sites, negotiating contracts, planning menus, confirming AV and room set-up, ensuring supplies arrive onsite, and serve as POC for events
- Provide meeting and logistical support for webinars including creating and communicating webinar schedules, coordinating with trainers to staff webinars, setting-up webinars via video conferencing platforms, sending webinar announcements/reminders to invited participants, securing interpretation and/or closed caption services when needed, and provide technical support
- Monitors external communications via phone calls and web and routes them to the appropriate personnel
- Address and resolve any customer service issues as needed in a polite and professional manner
- Coordinate building operations and maintenance needs
- Other duties as assigned

Employment Qualifications/Competencies:

- Five years or more administrative or office management experience.
- Highly detail-oriented with ability to prioritize tasks independently, accurately complete work under tight deadlines, and provide timely and accurate responses to requests
- Exceptional project and team coordination skills required
- Strong oral and written communication skills
- High level dedication for customer service required
- Knowledge of office administrator responsibilities, systems and procedures
- Proficiency in MS Office (MS Excel and MS Outlook, in particular) and working with Customer Management Systems such as Salesforce
- Strong analytical and data management skills
- Excellent computer skills: Microsoft Office Suite required; WordPress, Adobe Creative Suite, and Constant Contact desirable

How To Apply:



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Interested candidates should submit a resume along with a letter of interest to applicants@alteristic.org. Please put Senior Coordinator, Training and Office Logistics in the subject line. Apply as soon as possible as resumes are evaluated and interviews scheduled as applications are received.

Alteristic values and respects the diverse viewpoints and experiences and individual differences of all people. Alteristic is an equal opportunity employer and encourages all interested job seekers to apply.

ABOUT ALTERISTIC:

Alteristic is a non-profit organization that tackles societal issues at local, national, and global levels. Alteristic provides comprehensive prevention education, consultation, and training that addresses sexual assault, dating and domestic violence, stalking, harassment, suicide and other issues. Committed to optimizing and activating inherent human good, Alteristic equips and mobilizes communities to create social norms that ensure safety, respect, and the opportunity to thrive for all people. Rigorously evaluated and shown to move the needle, Alteristic was founded on the principles of the widely disseminated Green Dot violence prevention strategy.

Alteristic works with domestic and international communities, educational institutions, government entities, and corporations to amplify the actions of individuals toward transformational social change.



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