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Special Projects Coordinator for Non-Profit

Reports to:

President or other Board Member Designated as Lead

Position Summary:

This individual will support the Team Safe Trucking (TST) Exec Committee on a variety of projects and initiatives across the organization, with a focus on the development & completion of a clear training curriculum that focuses on improving the forestry transportation sector. This position will be responsible for confidential and time sensitive material and MUST be familiar with a variety of the Forestry Industry's concepts, practices and procedures. This position must have the skills to supervise other volunteers & vendors to ensure that the project is completed on time and within budget. The successful candidate must demonstrate the ability to analyze and document data to support TEAM Safe Trucking's mission while also effectively communicating with TST stakeholders and the public.

Responsibilities:

- Serve as the go-to person for all daily operations throughout TST
- Master and maintain knowledge of the forestry business, to include latest industry news and trends
- Oversees the development and implementation of TST Educational Curriculum by assuming primary responsibility for those tasks and by assigning tasks to other TST Board/Committee members, ensuring that deadlines are met and work is completed correctly
- Investigates feasibility of proposed programs; explores interests, options, success of similar programs, applicable regulations; reports findings and makes recommendations
- Implement and monitor other programs as directed by TST Executive Committee, and see the programs through to completion
- Design and maintain multi-level websites & social media profiles for TST including editing, loading and updating relevant content to ensure accuracy of information.
- Build, coordinate and communicate with various internal committees
- Develop and maintain ongoing communication documents
- Respond to questions and requests for information
- Generate memos, emails and reports when appropriate
- Provides bi-monthly updates to TST Exec Committee

Requirements:

- Proven project management or administrative assistant experience
- Proven experience that reflects an appreciation and understanding of the forestry industry and the associated supply chain
- Maintain current sources, explore opportunities and expand the securement of funding through sponsorships, grant-writing, in-kind donations and educational funding sources
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office, WordPress, Articulate or other Learning Management System (LMS)
- High school diploma or equivalent; college degree preferred