



EARTHQUAKE ENGINEERING RESEARCH INSTITUTE
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EMPLOYMENT OPPORTUNITY

<i>Job Title</i>	Program Coordinator
<i>Reports To</i>	Program Manager
<i>Anticipated Start Date</i>	August 15, 2019
<i>Exempt Classification</i>	Non-Exempt
<i>Employee Type</i>	Regular Full-Time (37.5 hours per week)

About EERI

The Earthquake Engineering Research Institute (EERI) is a non-profit technical society with an international membership of professionals from many disciplines dedicated to reducing earthquake risk. Our 3,000 members are organized into volunteer committees, projects, and both regional and student chapters that conduct activities to achieve our mission.

Opportunity Summary

EERI seeks a proactive, creative, and tech savvy Program Coordinator. This position supports implementation of various externally and internally funded projects, programs, and strategic initiatives under the guidance of other EERI programmatic staff and associated program committee chairs.

The ideal candidate is self-motivated, flexible, and organized, as well as adept and comfortable working in a collaborative environment with a small staff and many professional volunteers. This position is a great opportunity for someone who is enthusiastic about engaging our members to help bring about real change in reducing earthquake risk and promoting public safety. This person will get the opportunity to apply their technical understanding of a field associated with earthquake risk reduction to solve problems alongside passionate EERI volunteers. Responsibilities will include assisting technical and administrative committees, planning conferences and workshops, deploying earthquake clearinghouses to assist reconnaissance work, and coordinating the organization's public policy activities at the federal and/or state level.

Duties and Responsibilities

This employment opportunity is intended to provide an overview of the essential functions and qualifications of the job, and is not intended to be an all-inclusive list of duties and responsibilities. Other duties must be completed as assigned, and collaboration and teamwork across teams is required.

1. Conduct planning, coordination, implementation, and reporting for both internally and externally funded programs and projects, with some supervision.
2. Assist and guide assigned technical and administrative committees, including but not limited to technical tasks, topic research, note taking, meeting scheduling, and reporting. With some

support from other staff and interns, ensure website content is updated and relevant for these groups, and keep accurate documentation of committee members.

3. Effectively collaborate with diverse teams of professional members, students, interns, and co-workers.
4. Aid in the development of workshops or training activities by creating material, developing content, planning logistics, and providing onsite support.
5. Support EERI's response to earthquakes worldwide, as assigned.
6. Coordinate the organization's public policy activities at the federal and/or state level in support of Executive Director, Board, relevant committees, and chapters.
7. Ensure successful completion of deliverables for cooperative agreement or grant tasks funded by federal agencies or foundations.
8. Maintain strong relationships with partner organizations, funding agencies, and EERI members associated with assigned projects, programs, and committees.
9. Professionally represent EERI at public events and on project committees
10. Assist in proposal development and writing
11. Shared mentoring of EERI interns
12. Support EERI conference and meeting planning aspects, as assigned, including but not limited to preparation of proceedings, maintain abstract and paper databases, communications with speakers and presenters, and supporting technical program development.

Qualifications

Education and Experience

- Bachelor's degree in a related field required, advanced degree preferred
- Two or more years experience in a related field or position
- Two or more years working in a professional environment
- Proven ability to effectively manage multiple projects and assignments
- Proven ability to implement straightforward programs and activities
- Experience in successfully executing grant tasks and meeting reporting requirements
- Experience mobilizing and coordinating professional-level volunteers
- Experience hosting small group meetings, both in-person and online
- Experience working with professionals from a range of disciplines and backgrounds
- Experience with a professional society as an engaged member
- Knowledge and experience in earthquake engineering or in a field associated with earthquake risk reduction

Skills

- Strong task and project management skills
- Computer and web competency, including basic website updating using content management systems (Joomla, WordPress)
- Advanced proficiency in Microsoft Office (Word, Excel, PowerPoint) and Google Suite (Gmail, Drive), including mail merge functions.
- Familiarity with Adobe products for publication layout and basic photo/video editing
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Outstanding proficiency in English language
- Some familiarity with data sets, data mapping, and GIS, or willingness to learn
- Some familiarity with program budgeting and financial tracking, or willingness to learn

Salary Range and Benefits

It is anticipated that the salary range will be from \$65,000 to \$70,000 based on the candidate's qualifications and experience. EERI provides a comprehensive employee benefits package, paid vacation, holidays, and sick days.

Working Conditions

EERI has a casual professional work environment in City Center Oakland on the BART line. This position may require occasional evening and weekend work. Travel is required for EERI's Annual Meeting and occasionally for other U.S. conferences, meetings, or other activities. Travel is often required immediately following earthquakes in North America, and for some international conferences.

Physical Requirements

Position requires long hours of sitting and using office equipment and computers. Light lifting of supplies and materials may be necessary from time to time, including set-up of simple audio-visual equipment, EERI display and marketing materials, and signage for events.

Direct Reports

No direct reports, but can direct the various staff members and interns as necessary to successfully complete duties.

How to Apply

Interested individuals should submit a resume and letter of interest to EERI at jobs@eeri.org by July 7, 2019. Applications will be reviewed upon receipt, so applicants are encouraged to apply early.