



EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

OCALI

JOB DESCRIPTION

COORDINATOR: NATIONAL/STATE PARTNERSHIPS AND OCALICON

Minimum Qualifications:

- Masters degree in autism or related disability field preferred
- Experience and proficiency in event management and support
- Experience and proficiency with technology applications (including but not limited to: Microsoft Word, Excel, PowerPoint, Internet, iChat/Skype, etc.) and online environments
- Innovative thinker, strong initiative, driven to complete projects, and ability to leverage resources while maintaining focus on the global organizational mission
- Proven experience and ability to adhere to timelines, meet deadlines across multiple projects simultaneously, and complete activities as planned
- Self-directed professional, with strong analytical, organizational, and problem-solving skills
- Excellent written and verbal communication skills. Communicates professionally and effectively, in writing and orally, with internal teams and external partners and/or customers
- Team player who values the success of the overall group yet works well independently
- Ability to establish and maintain collaborative effective working relationships with supervisors and subordinate staff, division directors and managers, public officials, and state agencies
- Ability to independently travel within the state for work related duties, meetings, and professional development when needed
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Non-Exempt

Reports To: Executive Director

Job Objectives:

The coordinator for national/state partnerships and OCALICON leads the National Autism Leadership Collaborative and annual Summit. In addition, coordinates all the content for OCALICON and leads a variety of tasks related to the conference.

Responsibilities and Essential Functions:

‘The following duties are representative of performance expectations; however, the list below is not ranked in order of importance.’

- Works as part of a collaborative team to plan events for OCALI and clients
- Manages the National Autism Leadership Collaborative and NALS, the annual summit
- Coordinates the content aspects of OCALICON
- Leads event planning for OCALICON with Conference and Events Manager
- Provides excellent and timely direct customer service, assistance and frontline support, including email, phone, social media, and on-site
- Assists with event budget planning
- Coordinates keynote speakers
- Brings creative solutions and collaboratively plans future events
- Independently plans and schedules internal and external meetings and conference calls
- Communicates professionally and effectively, in writing and orally, with internal teams and external partners and/or customers
- Completes other duties as assigned
- Performs other specific job-related duties as assigned by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

If applicable, It is the employee’s responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

August 2020

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