



Position Description: Training & Membership Experience Coordinator

This full-time, entry-level position supports the development and delivery of training, educational, and experiential initiatives; contributes to membership growth; and assists with association-wide professional development efforts.

Reporting Structure: Reports to the Vice President of Training & Membership Experience

Key Responsibilities:

- Collaborate with stakeholders to develop and implement educational training for individual members that aligns with the Association's mission and strategic priorities.
- Assist in creating resources, guidelines, and best practices for leadership and professional development to enhance member engagement and growth.
- Work closely with the Vice President to design and implement a Diversity, Equity, Inclusion, and Belonging (DEIB) and Civic Responsibility program that is integrated across all areas of the Association's operations and philanthropic initiatives.
- Coordinate the Association's annual *40 Over 40* and *40 Under 40* recognition programs.
- Manage the Association's partnership with Miami University and their miniMBA program.
- Serve as a liaison to Association-wide Networking Groups by facilitating communication, supporting the formation of new groups, and ensuring alignment with engagement goals.
- Perform other duties as assigned by the Vice President of Training & Membership Experience.

This position requires a proactive and collaborative approach to effectively support the Association's goals.

Required Skills and Qualifications

- Strong organizational skills to manage multiple projects simultaneously, prioritize tasks, and meet deadlines effectively.
- Bachelor's degree (or equivalent)
- Prior experience with other technology platforms, including Microsoft Teams; Canva; Thinkific, Survey Monkey; SmarterSelect; and Zoom
- Ability to work collaboratively with various stakeholders, including team members, volunteers, vendors, and sponsors, to achieve a common goal
- Strong attention to detail.
- Experience writing curriculum and learning management systems preferred.

The salary range is dependent on experience and skill. Please send a cover letter and resume to Joslyn McGriff Bensley (jmcgriff@ajli.org).