

POSITION AVAILABLE

Training Coordinator

Rockefeller Foundation Redevelopment Fellowship Program Center for Urban Redevelopment Excellence



The primary purpose of the Training Coordinator position is to support the development, preparation and delivery of the initial training courses for the Rockefeller Foundation Redevelopment Fellowship program. Made possible by a generous grant from The Rockefeller Foundation, the Rockefeller Foundation Redevelopment Fellowship is adapted from the Center for Urban Redevelopment Excellence's national fellowship and will serve to build long-term capacity for urban redevelopment in the New Orleans region. The Rockefeller Foundation Redevelopment Fellowship will recruit talented and energetic staff for organizations that are directly supporting large-scale redevelopment in neighborhoods affected by Hurricanes Katrina and Rita. Fellows will be selected from national recruits and local nominees and will receive dedicated training, regional network-building opportunities and national industry exposure. The Center will collaborate with a local program director and the University of New Orleans to implement the Rockefeller Foundation Redevelopment Fellowship.

The Center for Urban Redevelopment Excellence will offer 10 initial training courses in urban redevelopment through the University of Pennsylvania's Department of City and Regional Planning but delivered in New Orleans. Fellows are required to complete all courses, which are also open to other staff of participating employers and additional redevelopment professionals from the New Orleans region. By successfully completing all 10 courses, class participants will receive a Certificate in Urban Redevelopment from the Department of City and Regional Planning. The initial training courses will be delivered locally in New Orleans during the second half of calendar year 2007 and the first quarter of calendar year 2008. Training courses will generally be scheduled for Thursday evenings, Fridays and Saturdays, with a few additional week-day classes being required.

The Training Coordinator will be on approximately a ten-month contract with the University of Pennsylvania that we anticipate will run from June 2007 through March 2008. The incumbent must reside in New Orleans and be available to work on weekends and evenings when courses are being held. Reporting directly to the Executive Director of the Center for Urban Redevelopment Excellence, the training coordinator will also work with the program's Local Director and leadership at the University of New Orleans to implement activities. The Training Coordinator's duties will include:

Course marketing and advertising:

- Contact employers participating in the fellowship program and other fellowship program contacts, local/national professional organizations and industry associations to market courses.

- Advertise availability of courses through local print media, and other public notice vehicles as necessary.
- Help maintain program promotional materials, including those for the Center's Web site, listservs, and other electronic communication vehicles.

Course preparation and program participant orientation:

- Prepare and distribute confirmation letters to main and guest lecturers describing program procedures and timelines for delivering courses.
- Prepare and distribute orientation materials to course participants (fellows and non-fellows) describing administrative and academic policies and deadlines for course participation.
- Field questions and follow up on requests regarding confirmation letters and orientation materials.
- Secure event space for courses, which could include utilizing resources provided by Local Director and/or UNO, and/or negotiating contracts with independent conference facilities.
- Serve as a liaison with staff of procured facilities.
- Coordinate course book orders, coursepack assembly and production, and distribution of course materials either using electronic or paper media.
- Coordinate travel for main and guest lecturers, as needed.

Course application intake and registration:

- Work with UPenn's School of Design staff to coordinate the application and registration processes for all course participants, including program fellows and other working professionals local to the New Orleans region.
- Field participants' questions regarding the application and registration processes.
- Advise participants on suitability of courses.
- Maintain technological and clerical systems to monitor and verify course enrollments, potentially in accordance with University of Pennsylvania systems and policies.

Course administration and delivery:

- Conduct on-site participant check-in and provide "front-desk" support during course delivery, managing a system of communication to convey changes to course scheduling, location, and other logistics.
- Oversee and coordinate day-to-day logistics and facilities needs, including troubleshooting arrangements for room reservations, A/V equipment rentals, catering, transportation, telecommunications, materials and supplies, and extra staffing as needed.
- Provide administrative and logistical support to main and guest lecturers.
- Maintain and troubleshoot electronic courseware and communication systems; initiate new systems as needed.
- Facilitate communication between course constituents and administrative partners, including main lecturers, guest lectures, program fellows, other course participants, CURExPenn staff, RFRF Local Director, and UNO staff.
- Provide administrative support and course advising to students.
- Coordinate with CURExPenn staff the timely and accurate processing of travel reimbursements, lecturer fees, honorarium, consulting invoices for main lecturers, guest lecturers, and consultants.
- Coordinate course evaluations and grades processes.

Auxiliary event planning:

- Coordinate special events for program fellows and potentially all course participants, working with the RFRF program's Local Director, on activities specifically discussed and approved by the Center Executive Director.
- Coordinate evening speaker series, including marketing and outreach, with UNO Department of Planning and Urban Studies, as specifically discussed and approved by the Center Executive Director.
- Provide support to CURExPenn staff with coordinating its national program's ongoing training in New Orleans in fall, 2007, in which national fellows will visit New Orleans to make site visits and participate in classroom training with RFRF fellows.

Minimum Qualifications:

BA/BS degree required. 3-5 years of experience, preferably working in an educational, training, and/or nonprofit setting. Disciplined self-starter adept in project and event management, emphasizing excellent detail-oriented and follow-through skills. Capacity for projecting event expenses and planning events within budgets parameters established by CURExPenn. Ability to work well in a fast-paced environment and to handle multiple projects simultaneously. Customer-oriented, the Training Coordinator should be adaptable and stimulated by interacting with a broad range of people including RFRF program fellows, working professionals from the New Orleans region, academics, real estate and community development professionals, board members, and foundation officers. As a collaborative member of the RFRF program team, the Training Coordinator will help to establish policies and procedures for program implementation and will participate in staff and other meetings. The Training Coordinator will have exceptional written and oral communications skills and proficiency with the Microsoft Office software suite. The incumbent should be able to conduct basic Web-based research and be comfortable with Web-based communication, course management resources, and database management.

To apply, please send your cover letter, resume, and salary requirements to:

By postal mail: Nikyia Rogers, Associate Director
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Submission deadline: Friday, May 18, 2007