



IRC Coordinator Responsibilities

Summary

The Industry Resource Center Coordinator serves as a third party between business and industry clients and Nocti Business Solutions. The IRC Coordinator is responsible for facilitation of the assessment service program, managing marketing, advertising, public information/communications and publications and presentations. Working with Nocti Business Solutions, the IRC Coordinator will develop relationships with business and community groups, the media, and educational constituencies and will work collaboratively with colleagues, consultants, clients and others as appropriate on various projects.

Essential Duties and Responsibilities

- Serve as the IRC's spokesperson and a liaison for Nocti Business Solutions as appropriate
- Prepares strategic initiatives and proposals for the IRC
- Develop marketing/communications initiatives and priorities in conjunction with Nocti Business Solutions
- Develops annual and long range plans and strategies based on the guidelines of Nocti Business Solutions for IRC's
- Evaluate progress toward established goals and objectives using the IRC Toolkit
- Evaluate processes and procedures for continuous improvement using the IRC Toolkit
- Facilitate and coordinate assessment services for clientele
- Collaborate with others on assessment service projects
- Hire, train, supervise and evaluate team members and provide or ensure appropriate team training, coaching, and assignment of responsibility
- Develop and administer annual budgets and assure appropriate fiscal accountability and controls with regard to IRC functions.
- Develop materials that support the IRC's overall marketing plan
- Coordinate public relations team in the development of various brochures, letters, presentations, flyers, and other materials

Preferred Qualifications

- Experience in education, business and/or industry with a focus on employee training and development and the public relations arena
- Strong, effective organizational, interpersonal consensus building and problem solving skills
- Excellent proofreading skills
- Excellent publication project management skills with strong ability to successfully build collaborative relationships
- Communication (written and oral)
- High energy level, enthusiasm, initiative, flexibility, and ability to handle multiple tasks and deadlines
- Positive attitude and willingness to change and be flexible
- Commitment to professionalism and confidentiality
- Knowledge of and commitment to the development of a diverse audience and staff
- Excellent listening skills
- Time management

Education and/or Experience

Bachelor's degree preferred in education or business related field, e.g., management, administration, and a minimum of three years related work experience with an emphasis in public relations and communications.

Computer Skills

The individual must be able to use word processing, spreadsheet, email, database, and power point software and be willing to learn other programs/software as needed.