

NEEP Training Program Coordinator Job Description and Duties

The Training Program Coordinator is an independent contractor who reports to the Northeast Environmental Enforcement Project (NEEP), which is a nonprofit business incorporated in Ohio. NEEP has member entities that represent State and local government agencies with statutory responsibility for enforcing environmental regulations. The Training Program Coordinator is the face of NEEP and is the primary contact for activities associated with NEEP.

The NEEP Training Program Coordinator works closely with the NEEP Board of Directors and State Representatives.

The NEEP Training Program Coordinator must possess the following skills and experience:

- a) Must be well organized and can multi-task;
- b) Proficient in the use of Microsoft Office and Microsoft Teams;
- c) At ease speaking in front of people and the ability to communicate clearly;
- d) Must have the ability to manage all aspects of a live, hybrid or virtual training event.
- e) Must have a general knowledge of environmental regulations, compliance and enforcement activities.

The NEEP Program Coordinator shall manage the training operation of NEEP and will provide the following services and support:

- a) All logistical operations related to NEEP's training program and conferences including administrating the NEEP website (<https://neeptraining.org/>) travel, meeting planning, and hotel selection, on-site inspection of facilities, if needed; negotiation with facility representatives and on-site contact, coordinating of rooms, audio-visual requirements, catering arrangements, serving as organizer of on-line virtual training with Microsoft Teams meeting platform, organizing social events for certain types of training program activities;
- b) Organizing the Teams meeting events, sending Teams link to all attendees, managing questions and chats from the attendees, recording Teams, downloading attendance and distributing certificates of attendance;
- c) Developing the training agenda, training announcement; registration and attendance;
- d) At ease providing support during training events for the instructors and attendees including but not limited to managing equipment associated with the training (laptop, projector, sound and lighting system, distributing materials;
- e) Managing the NEEP website while working with Village Green Consulting and Member365. Duties for the website also includes preparing training announcements, updating the training calendar, managing the Learning Management System (LMS), downloading recordings of virtual training events to

- the LMS and linking the recordings from Bunny.net to the LMS system, managing registration for training through the website.
- f) Working with NEEP Representatives to develop training programs.
 - g) Contacting and corresponding with course faculty and course participants including invitation letters, announcement letters, and confirmation letters.
 - h) Collecting and developing training materials and bios from faculty, course name tags, tent cards, agenda, faculty list, attendee list, evaluation forms and certificates. Review all materials for accuracy and assemble training/conference materials.
 - i) Developing and distributing training course announcements approximately three months prior to event. Also, responsible for confirmation e-mails to selected attendees approximately three weeks out- with confirmation letter, logistics, updated agenda, and travel policy.
 - j) Contacting and corresponding with the NEEP Agency representative of each state, Hotel Sales representative, Banquet Manager, A/V Coordinator, and Accounting Department and on-site location for indoor and field training such as the Picatinny Arsenal, in Morris County, New Jersey or other locations identified by NEEP, as often as necessary to ensure everything is ready prior to the training.
 - k) Clearly and accurately presenting opening remarks, NEEP overview, and faculty introductions during the training.
 - l) Setting up audio-visual equipment, loading Power Point presentations for speakers, distributing any handouts, and providing any updates or announcements throughout training.
 - m) Sending out thank you letters to faculty after the training/conference.
 - n) Compiling course evaluation, developing an evaluation summary for each course, and sharing the evaluation summary results with course faculty.
 - o) Completing all reimbursement vouchers to be submitted to NEEP and recording all reimbursements and expenses in an approved database or software package.
 - p) Coordinating with the Directors of the Regional Environmental Enforcement Associations on training held for the Advanced Environmental Crimes Training Program (AECTP), grant opportunities, and joint training and conferences.
 - q) Researching available training for member entities that NEEP is not currently offering.
 - r) Responding to members' requests for information (i.e., contact information for people in other states, case information, training materials, etc.)
 - s) Other General Responsibilities include managing and scheduling the Board of Director's meetings and the NEEP Annual Meeting, copying, general typing, filing, faxing, phone coverage, e-mail outreach, material assembly, etc.
 - t) shall provide telephone equipment and hardware, laptop computer, and internet service for the office.