

## **Operations and Training Coordinator**

The South Carolina Sheriffs' Association (SCSA) is seeking a highly motivated, organized individual to serve as the Operations and Training Coordinator. This individual should be a self-starter and will be responsible for a myriad of tasks. The Operations and Training Coordinator reports directly to the Executive Director. This individual shall serve as the meeting planner for the Association and is responsible for overall coordination of meetings for the Association, including the Annual Conference, Winter Conference and other meeting functions assigned by the Executive Director. This individual acts as a liaison with the meeting venues, manages meeting logistics with regard to food and beverage, and coordinates meeting materials. The Operations and Training Coordinator shall meet the following qualifications and perform the duties as described.

### **Duties and Responsibilities**

This individual also performs the following administrative functions at the direction of the Executive Director:

- Manage the annual Association event calendar
- Maintain the classroom calendar & liaison with external meeting coordinators, including reservations for classroom
- Maintain Sheriffs' training hours
- Prepare informational packets for the Board of Directors and maintain Board of Directors notebook
- Coordinate Medal of Valor nominations and presentations
- Coordinate Sheriff, Deputy, and Detention Officer of the Year Nominations
- Disseminate SCSA Board of Directors election information
- Order Sheriffs badges and credentials
- Provide member services support
- Provide phone support
- Maintain office maintenance
- Maintain office supplies
- Maintains the Integrity of Membership Data – Update addresses, flag deceased members, etc.
- Coordinates order processing and shipping
- Tracks current inventory of SCSA merchandise and office supplies required for shipping
- Provides an updated physical inventory report on a monthly basis or more often as required by volume of orders being received and shipped
- Post membership payments received onsite
- Maintain online directory
- Coordinate travel for Sheriffs for NSA conference
- Other duties as assigned by the Executive Director and/or Board of Directors.

### **Qualifications**

The individual selected for this position will be independently motivated and able to manage time effectively. This person must also work well with others and be willing to learn new tasks. Excellent oral and written communication skills are necessities, as well as the ability to successfully handle multiple projects simultaneously. This person must also have the ability to interact with honorary members, Sheriffs, and other law enforcement agency heads while maintaining a positive attitude and a professional image. Finally, this person must have a vehicle and be willing to run errands in close proximity to the office. Mileage will be reimbursed. Light travel will be required for the Annual Conference.

### Preferred Qualifications

- Four Year College Degree in a related field
- Strong clerical abilities
- Competency in Microsoft Office programs, including Excel, Publisher, Access, Word, etc.
- Experience with Data Entry or Web-based Database Software

### Salary / Benefits

- Salary Range: \$25,000 - \$42,500 (Actual salary will be determined by experience and skill level.)
- Full benefits commensurate with full-time employment (State Health Insurance, Option to participate in the SC Retirement System, etc.)
- Mileage will be reimbursed

If you are interested in this position, please submit a cover letter, résumé, and three references. Please submit this information via email to [jbruder@sheriffsc.com](mailto:jbruder@sheriffsc.com), via fax at (803) 772-1197, or by mail to 112 Westpark Blvd., Columbia, SC 29210. This position will remain open until a qualified candidate is hired.