

**WEST VIRGINIA UNIVERSITY RESEARCH CORPORATION**  
**POSITION DESCRIPTION**

<b>Working Title</b>	Odyssey Coordinator (NAFTC220)
<b>Department</b>	National Alternative Fuels Training Consortium (NAFTC)
<b>Position Location</b>	Morgantown/Monongalia
<b>Position Terms</b>	Full-time (40 hpw), benefit eligible
<b>ARRA Funded</b>	

**Purpose**

The position will be responsible to work on the NAFTC team to identify and recruit sponsors and sites for participation in National AFV Day Odyssey. The incumbent will be responsible for coordination of this large-scale event, presented at over 100 sites, and promotion to a national audience. In addition, the position assists with development of the State of West Virginia and National Kick Off events as well as preparation of the post-event analysis and executive report.

Independently uses professional concepts and techniques, as well as organizational policies to solve a wide range of moderate to complex problems in imaginative and practical ways. Depth skills, knowledge, and interpretive abilities, as well as some creativity, are required to successfully perform duties. Work effort often addresses non-routine matters within established protocol, guidelines, and/or policies. Work effort has significant impact on client services and operations, producing moderate to major organizational, legal and financial results and/or liabilities. Position duties require oversight of projects or programs, including coordination of work by others providing support of communication objectives.

**Duties & Responsibilities**

Responsibilities are functional in nature, and performed under limited supervision. Specific tasks include, but are not limited to:

- 1) Researches and identifies potential sponsors and sites for participation in National AFV Odyssey Day.
- 2) Assists with the development of the WVU/West Virginia event(s) and the National Kick-off event(s).
- 3) Works with development staff on preparing post-event analysis and responsible for development of executive summary.
- 4) Attends and participates in conventions and sets up displays at conventions, exhibitions, workshops and meetings.
- 5) Designs strategies to attain objectives, such as sponsor and site recruitment, and program expansion ideas, informational workbooks and manuals, and provides training to others on these matters.
- 6) Prepares written reports, correspondence and presentations.
- 7) Develops and manages daily activities of programs funded through the NAFTC.
- 8) Monitors subcontractors, staff, or others working on the project.
- 9) Assists with the preparation and submission of proposals to sponsoring agencies.
- 10) Assists with the development of project budgets according to agency guidelines and, upon receipt of grant, manages the administrative and reporting component of projects to ensure grant deliverables are met.
- 11) Coordinates with team members to obtain relevant information, prepares quarterly and other reports to funding agencies or organizations.
- 12) Updates and maintains coordinator notebook, as well as develops new material as needed, including materials for new target audiences.

- 13) Provides quality assessment support for regulatory, contract, policy and/or program activities and matters.
- 14) Supervises additional staff.
- 15) Manages quality assessment documents and databases.
- 16) Travels in support of Consortium functions, and attends NAFTC business meetings and other special meetings.
- 17) Reviews RFP requests to highlight important deadlines and other actions necessary for preparing a timely response.

### **Supervisory/Lead Role**

This position reports to the Assistant Director - Communications. Normally receives no instructions on routine work, general instructions on new assignments. May determine methods and procedures on new assignments. General sharing of knowledge and team participation is expected in the role. Program, project or activity lead and work coordination responsibilities are required from this position. Guidance and supervision of others is required.

### **Physical Demands**

Activities are predominantly non-manual though some manual work not directly involved with altering or transporting of products may be included. Requires lifting or carrying up to 30 pounds; sitting, walking, standing and filing; reaching to high or low places for lifting of files and other office items and equipment; and attending off-site courses and conferences to assist with registration and general physical logistics at the site.

### **Work Environment**

Normal work will be in a typical office environment. However due to the nature of duties, activities will be required in laboratory and shop settings in order to view training and development activities. This will place the incumbent in contact with those items normally encountered in an automotive shop environment. Travel is required and will cause exposure to various weather conditions.

### **Requisite Qualifications**

#### Education and/or Experience

- 1) BS degree in public relations, communications, business administration or related;
- 2) 5 years experience in event development and coordination;  
and
- 3) progressively responsible and related experience in grants writing and project management;  
or
- 1) an equivalent combination of education and experience

#### Skills, Knowledge Abilities

- 1) High-level verbal and written communications skills necessary to explain complex guidelines and other information. .
- 2) Skilled at creative marketing.
- 3) Skilled at effective interaction and establishing and maintaining effective relationships and deal tactfully with internal and external customers.
- 4) Skilled to coordinate many different tasks, determine relative importance of each, set deadlines, complete projects in a timely manner.

- 5) Skilled to operate a personal computer using Microsoft Word, Excel, PowerPoint, and email software packages.
- 6) Skilled to formulate, plan, coordinate and develop objectives for a designated program(s).
- 7) Advanced knowledge of event planning – plan, organize, conduct and follow-up.
- 8) Knowledge of national media outlets and profitable resources for public relations functions.
- 9) Knowledge of grants and contracts.
- 10) Demonstrated ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- 11) Demonstrated ability in logical mathematics to be able to conceptualize, develop, and track expenditures for the Odyssey budget.
- 12) Demonstrated ability to display data through the use of graphs and charts.
- 13) Demonstrated ability in problem solving, particularly in high stress situations.
- 14) Demonstrated ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- 15) Demonstrated ability to supervise direct reports and to coordinate teams composed of non-direct-reporting staff.
- 16) Demonstrated ability to conduct phone recruitment.
- 17) Demonstrated ability to manage budgets (develop, plan, monitor and track expenditures), negotiate purchasing agreements and execute participant agreements.
- 18) Demonstrated ability to operate effectively in a fast-paced high-volume environment.
- 19) Demonstrated ability to work independently, exercising good judgment.
- 20) Maintain confidentiality.
- 21) Maintain proper attendance and appropriate punctuality standards in a flexible work environment; dependable work ethic.
- 22) Familiarity with OMB circulars and requirements to help ensure proper execution of federally funded projects.

#### Behavioral Competencies

- 1) Technical skills – Strives to continuously build knowledge and skills; pursues training and development opportunities; assess strengths, weaknesses, and shares expertise with others.
- 2) MS Office Products
- 3) WVU business systems and processing requirements
- 4) Technical skills – Strives to continuously build knowledge and skills; pursues training and development opportunities; assess strengths, weaknesses, and shares expertise with others.
- 5) Problem solving – Gathers and analyzes information, identifies problems, develops alternatives, uses reason even when dealing with emotional topics and works well in groups and resolves matters timely.
- 6) Internal & External Customer Service – Manages difficult or emotional matters with objectivity and openness; responds promptly to needs and requests for service and assistance; meets commitments and dates, notifies others if change occurs; provides, solicits and applies feedback; and builds goodwill through balanced contributions, positive approach, respect and support of others.
- 7) Communications – Demonstrates group presentation skills, participates in meetings, listens and gets clarification, is responsive and speaks clearly and persuasively in positive and negative situations. Writes and edits clearly and informatively, varies style to meet

needs, presents numerical data effectively, and able to read and interpret written information.

- 8) Organizational Support – Aligns work and develops strategies to meet organizational goals; seeks to improve and promote quality; demonstrates accuracy and thoroughness; and upholds organizational expectations and values.
- 9) Self Management – Responds to management direction; resourcefully adapts to changes in work environment and circumstances; responds well under pressure and manages competing demands; takes calculated risks, asks for and offers help when needed; exercise discretion and sound judgment; is tactful and responsible for own actions.

### **Preferred Qualifications & Credentials**

#### Education and/or Experience

- 1) Masters degree in a related field