

## **ASFPM Training and Chapter Coordinator Position Description – November 2007**

The Association of State Floodplain Managers (ASFPM) seeks to fill a new full-time position to develop and implement training for Association members and Chapters and work with ASFPM's Chapters, Certified Floodplain Managers, and members regarding the national floodplain management certification program.

**OUTCOMES** – The primary outcomes of this position are to: 1) oversee development and implementation of training for ASFPM members, Chapters, and floodplain managers in the nation, 2) serve as liaison between ASFPM and ASFPM Chapters, and 3) collaborate with all relevant entities on Association's Certified Floodplain Manager (CFM) Program.

**RESPONSIBILITIES** – Key activities of this position include:

1. Assess floodplain management training needs with ASFPM members and Chapters.
2. Develop and implement training for CFMs, ASFPM members, and Chapters.
3. Develop proposals and seek funding for development and deployment of floodplain management training.
4. Work with ASFPM Chapters and the Board Chapter Directors to communicate their interests, needs, and concerns with ASFPM.
5. Develop criteria and assess training opportunities for Continuing Education Credits (CECs).
6. Coordinate Chapter applications and renewals.
7. Communicate with the ASFPM Chapters regarding the Certified Floodplain Manager (CFM) Program.
8. Liaise with the Certification Board of Regents (CBOR) and staff Certification Coordinator regarding training issues.
9. Work with the ASFPM Board and Committees to assess and prioritize training needs.

**QUALIFICATIONS/EXPERIENCE** – The successful candidate for the position must possess/demonstrate:

- ◆ Minimum 5 years experience in developing and implementing training OR College Degree in Education, Communications, Business, Marketing, or Public Relations with minimum 3 years of experience.
- ◆ Demonstrate knowledge of training principles and strategies.
- ◆ Demonstrate knowledge of floodplain management principles and programs.
- ◆ Strong communication and organizational skills.
- ◆ Working knowledge of Word, Excel, and graphics programs.
- ◆ Working knowledge of training methodologies, including web-based training.
- ◆ Candidates must be a Certified Floodplain Manager (CFM), or must attain it within 6 months of employment at ASFPM.

**POSITION ASPECTS** – This is a full-time position, located in the ASFPM office in Madison, Wisconsin. Travel is approximately 10-20% time. Salary is commensurate with qualifications and experience. Standard benefits apply. ASFPM is an Equal Opportunity Employer.

### **APPLICATION PROCESS**

**Response deadline is 11-30-07.** References will be requested for the top 2-5 candidates. Please include the following in your response:

- 1) Cover letter outlining your specific credentials related to the responsibilities of this job.
- 2) Job resume detailing your experience and qualifications.
- 3) A writing sample and/or link to a training module you have developed.

**Email to:** ASFPM Deputy Executive Director George Riedel at [George@floods.org](mailto:George@floods.org).

**BACKGROUND** – ASFPM is a non-profit, professional membership association with 11,000 members and 26 Chapters throughout the U.S. Established in 1977, ASFPM is a volunteer organization with direction provided by a 19 member Board of Directors composed of nationally recognized government and private sector flood hazard professionals. Our mission is to promote policies and programs which reduce the loss of human life and property damage from flooding; promote pre- and post-flood mitigation measures to reduce flood loss; avoid actions that exacerbate flooding and flood damage; and preserve the natural functions and cultural values of floodplains. See the ASFPM website at [www.floods.org](http://www.floods.org) for more information.