



Georgia State Division International Association for Identification

Regional Coordinator Application

Position Overview:

The GAIAI Regional Coordinators are responsible for ensuring a smoothly running region by working collaboratively with members, volunteers, officers, and board members in support of the planning and coordination of training locations and encouraging new and continued membership primarily, but not exclusively, for their assigned region. The position requires a planner, problem solver, and systems-thinker who is organized, detail-oriented and has excellent communication skills.

Duties:

- Identify and understand members' needs and recommend services to meet those needs.
- Actively seek and recruit new members and keep current members informed.
- Educate members about the benefits of membership and the resources available to them.
- Make new members feel welcome and follow through their first year of membership.
- Work with the Chairman of the Membership Committee to strengthen the organization's capacity and follow-through, including engagement programming and identifying training needs and leadership development opportunities for members.
- Actively participate in training opportunities within the region.
- Participate in in-person or teleconferencing convenings for updates, planning, and check-ins with the membership committee and regional coordinators.
- Lead and be the first point of contact for the region's membership. Check-in with members to discuss concerns and challenges, receive feedback, offer guidance and support, and express appreciation.
- Leverage the organization's social media and other communication platforms and tools for training opportunities and follow-up to further the organization's mission, values, and goals.
- Maintain a constructive, team-building, solutions-oriented approach to all tasks.
- Demonstrate commitment to diversity, equity, and inclusion at all levels of the organization.



