

EAGALA Regional Coordinator

Scope of Responsibilities

General Description:

The Regional Coordinator (RC) supports the EAGALA vision of commitment to setting the standard of professional excellence in EAP/EAL worldwide primarily through membership support, public outreach, and cultural and development strategies in the assigned region.

Preferred Qualifications:

- Thorough understanding and passion for the mission of EAGALA and the EAGALA model
- EAGALA Certified
- EAGALA Advanced Certified and Distinguished Program member preferred
- Outstanding people and presentation skills
- Good leadership skills and ability to work with teams of people
- Experience in non-profit administration and/or management, excellent organizational skills and project management skills
- Good computer skills.
- Self-motivated, highly responsible, accountable, and unquestionable integrity

Responsibilities:

Responsibilities cover the region the coordinator oversees. RC's may develop volunteer committees to assist in the responsibilities.

I. Member Support

- a. Respond to and initiate phone and email communication with EAGALA members
- b. Address questions and report member feedback to executive office
- c. Communicate with executive staff on ideas for member growth and retention
- d. Assist EAGALA Program Director in developing and supporting networking groups
- e. Meet quarterly (group or individually) with network group coordinators and report to EAGALA Program Director
- f. Monitor and actively engage in the EAGALA Community site
- g. Provide updates to be posted on the Community site or published in magazine of member program achievements and events
- h. Promote a collaborative culture
- i. Provide leadership, inspiration, and support to members

II. Public Outreach

- a. Respond to and initiate phone and email correspondence with the public to raise awareness of EAGALA and EAGALA certified practitioners in the region and for purposes of recruiting professionals to attend trainings and become certified
- b. Identify marketing and public relations opportunities that raise awareness of EAGALA and the availability of local EAGALA practitioners and/ or training opportunities
- c. Propose advertising and public outreach opportunities

- d. Submit conference presentation proposals in the region

III. EAGALA Development

- a. Assist EAGALA in addressing cultural needs, including helping to define EAGALA standards which fit the language, culture, and regulations of the region
- b. Communicate with network group coordinators and trainers to assist EAGALA Program Director in recommendations of training host sites and other development needs and opportunities
- c. Work with EAGALA Continuing Professional Development Directors and network group coordinators in the region to pursue acceptance of EAGALA as a continuing education provider
- d. Assist with gathering local news for EAGALA In Practice magazine
- e. Advocate for acceptance of EAGALA Model with public and private funding sources and mental health associations
- f. Assist in fundraising to support EAGALA development in the region
- g. Propose ideas and assist in EAGALA growth and development
- h. Develop strategic plan goals and objectives for the region – quarterly, yearly, and 3-year
- i. Some administrative duties, such as assisting with mailings
- j. Other duties that may be assigned by Executive Staff

Reporting:

- a. Obtain and submit to office signed Network Group Contracts for all network groups in the region
- b. Report to Program Director on quarterly meetings with Network Group Coordinators
- c. Assist Program Director in obtaining hosting contracts for trainings and assisting with logistical needs
- d. Assist in paperwork/forms for closure of trainings and other events in the region to submit to EAGALA office with copies of receipts
- e. Submit receipts of all expenses with requisite forms – either for reimbursement or for documentation of EAGALA expenses
- f. Submit any financial reports of petty cash or EAGALA bank accounts as required
- g. Submit strategic plan goals, objectives and updated measurement reports on quarterly basis
- h. Attend meetings with Executive or EAGALA Board as requested