

Employment Opportunity
Educational Program Planner
International Association for Identification

The International Association for Identification (IAI), the oldest and largest professional Forensic Association in the World, is seeking a well-qualified person to serve as the Educational Program Planner. This is a part-time position.

Under the Direction of the Chief Operations Officer of the International Association for Identification, the Educational Program Planner is responsible for the duties as outlined in:

- A. Job Description (as noted below)*
- B. IAI Operations Manual*

The successful candidate will assume full responsibility for the position duties effective September 1, 2022, however there will be a period of familiarization, orientation, and other transitional activities effective March 1, 2022.

Applicants are invited to submit:

- 1. A complete resume which shall include:
 - a. IAI Committees/Roles which they have served*
 - b. IAI Certifications held or have held*
 - c. Other Forensic science related committees/roles they serve or have served*
 - d. How they are suited to fulfilling the roles outlined in the Job Description and operations manual**
- 2. A cover letter addressing how the applicant would fulfill the duties of the educational planner and accessibility for duty related travel.*

Additional Information:

Applications must be submitted no later than December 15, 2021

- 1. By email (preferred) to: COO Glen Calhoun at gcalhoun@theiai.org*
- 2. By mail/courier to:*

*The International Association for Identification
2131 Hollywood Blvd. Suite 403
Hollywood, FL 33020 USA*

Selected Applicants will be advised of their candidacy by January, 2022

Interviews of selected applicants will take place in Orlando, Florida on March 4, 2022. Travel Expenses will be paid in accordance with the IAI Travel policy. It is preferred that candidates present themselves for an in person interview, however should a candidate be unable to appear in person the interview may be conducted by teleconference.

Salary to be determined

General Position Description:

Serves under the direction of the Chief Operations Officer of the International Association for Identification (IAI). The Educational program planner is responsible for planning and setting the Educational Program of the IAI annual conference. Such duties will include the coordination and oversight of the Educational Program and other duties as the COO, President and/or Chairperson of the

BOD may designate. Will work with the COO, Conference Planner, Exhibit Coordinator, and Registrar regarding the coordination and logistics of the program. Ability to travel as required.

Qualifications:

Experience in managing and organizing projects and schedules is essential. Good working knowledge of computers and programs is essential. A working knowledge of Microsoft Word, Access, Excel and Adobe PageMaker is desirable. Ability to organize complex tasks, manage deadlines and the ability to interact with a wide range of stakeholders in forensic science is essential. Experience in some or all aspects of forensic science/identification is required.

- Possess a good level of both verbal and written communication skills and have a demonstrated track record of following through on commitments, be well organized and have excellent interpersonal skills.
- Possess a working knowledge of the various disciplines within the IAI
- Be an active or associate member of the IAI

Appointment:

The Educational Program Planner will be appointed by the BoD of the IAI and will serve in accordance with the Operations Manual and By Laws of the Association.

Examples of Specific Duties:

- Carry out the authoritative instructions of the COO and/or President and the Chairperson of the BOD
- Oversee the planning of the annual Educational Program
- Coordinate the needs of speakers regarding registration and technology needs during the conference
- Coordinates the Educational portion of the annual budget with the COO
- Negotiates contracts with audio visual companies regarding the needs at the conference.
- Coordinates the meeting space needs of the educational program with the Conference Planner.
- Works directly with the S&P Chair and sub-committee chairs regarding the planning and scheduling of speakers and topics for the conference.
- Ensures that the speaker and workshop programs are properly evaluated each year for quality of presentations.
- Reports annually to the Board of Directors as required
- Other duties as determined by the COO