

**Title:** Educational Coordinator

**Company:** Pesticide Applicators Professional Association (PAPA)

**Location:** Sacramento, CA — travel as necessary



**Summary:**

Pesticide Applicators Professional Association (PAPA) is a California non-profit, public benefit corporation. We are dedicated to providing quality Continuing Education (CE) pertaining to the implementation of safe and effective pest control techniques. The Educational Coordinator is solely responsible for planning and organizing all pre-seminar details, executing day-of CE course duties, and processing all post-course paperwork. This position will collaborate with other Coordinators and staff members to plan PAPA's yearly calendar of courses.

**Duties & Responsibilities:**

The Educational Coordinator is responsible for all aspects of their assigned seminars including securing venue and catering services, negotiating contracts, applying for accreditation, creating programs that qualify for accreditation, managing volunteer committees and other duties as needed. The Coordinator must be able to work with and troubleshoot Audio/Visual equipment, and facilitate Zoom webinars for 250+ attendees. Previous experience with AV equipment appreciated, but not required.

This individual also collaborates with other members of the PAPA team to assist our members in navigating state-mandated continuing education requirements. Overnight travel across the state, ability to lift 50 pounds, and long-distance driving may be required. The qualified candidate must be able to enforce pertinent laws and regulations whilst providing a positive attendee experience.

**Qualifications:**

- Excellent communication and presentation skills—both verbal and written
- Ability to travel to PAPA seminars and conferences throughout California
- The ability to be a self-starter with exceptional time management skills
- Ability to work independently with minimal supervision
- Experience in continuing education, event planning, customer service, or marketing preferred, but not required
- Attention to detail and consistency in work output

Experience with PC, Zoom, Google Workspace, Microsoft Office Suite, Slack is preferred

**Personal Traits:**

- Willingness and ability to work well with others and to take initiative when necessary
- Highly organized work style, strong planning and execution skills while working independently
- Desire to help others-PAPA is a service and education organization that helps make professional life easier for its members

**Compensation:**

Competitive salary plus health, dental, vision coverage as well as a 403b matching program.

**Contact:**

If you are interested in this position, please send a cover letter and resume to:

Chris Zanobini & Maryana Schmidt

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