



NFSA Position Description

Position: State Coordinator (Arizona)
 Employee: Open
 Location: Phoenix Area
 Department: Field Operations

Date of Position: January 1, 2016
 Funding Source:
 Status:
 Special Arrangements:

POSITION REQUIREMENTS

Self Starter; Good Communication Skills (written and verbal); Ability to Organize Others; Organized; Good Leadership Skills; Willing and Able to travel (by AIR if necessary); basic understanding of fire safety codes; Willing to Relocate if necessary; Able to Establish and Maintain Priorities

POSITION PURPOSE

Working within the Field Operations Department this position exists to support the mission of the NFSA by promoting the mission of the NFSA within Arizona consistent with the policies of the Association and undertakes activities to serve the needs of the membership and promote the programs and services of NFSA to non-members in all categories consistent with NFSA strategies

<u>Position Functions</u>	% of Time	G & O No.
Provide Membership Supervisory Services as directed by the Regional Coordinator or the Associate Director of Regional Operations West as outlined in the Field Operations Manual	60	2,5
Identify the issues that are important to the members within the region and work to provide solutions to the issues	15	2,5
Be aware of the legislative and code adoption processes surrounding issues related to the sprinkler industry in the region and nationally and participate as necessary or assigned	10	2,5
Promote and schedule NFSA Training Seminars.	5	1,3
Provide support to member activities and participate in Staff Support Team Work	5	4

SPECIFICS

Member Supervisory Services

1. Meet personally with current and potential members during local area meetings, industry events and chapter events.
2. Reach out personally to those whose membership was not renewed in an effort to sign them back on as an NFSA member.
3. Identify organizations / individuals who are not currently members and contact regarding the benefits of NFSA membership.
4. Maintain effective communications with members and potential members, specifically regarding the use of email marketing software.
5. Promote the development and implementation of NFSA Chapters.
6. Identify areas in which there is interest in developing an NFSA chapter and begin working through the Chapter Development Handbook towards chapter organization.

Promote and schedule of NFSA training.

1. Identify the amount of new and/or local specific training topics to meet the needs of our members.
2. Provide additional opportunities for members to receive training by offering more training courses throughout the year.
3. As opportunities arise, organize side by side fire sprinkler demonstrations to educate the public and/or fire officials on the effectiveness of fire sprinklers.

4. Attend conferences, as a speaker, exhibitor or sponsor, where an opportunity to educate one of the target audiences above on the effectiveness of fire sprinklers.

Code Adoption and Legislation.

1. Monitor and participate in legislative activity specific to the industry.
2. Work with legislators to implement the mission of NFSA to promote fire sprinklers.
3. Identify opportunities to educate the public, fire service, Fire and Building Code Officials and other stake holders, including assisting with side by side fire sprinkler demonstrations.

Support and Support Team Work

1. Participate in the development and implementation of the NFSA strategic plan for training within the region
2. Provide communication of activities through to appropriate persons by various tools such as event calendars, regional reports, regional web site, and expense reports
3. Provide support for the NFSA Arizona Chapter
4. Perform other such duties as may be assigned by the Vice President of Field Operations

SUPERVISES

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