

## **St. Francis Hospital is seeking an Organization Development and Learning Coordinator**

This position serves as the department's primary customer service liaison by responding to all incoming calls, correspondence and email. The Organization Development and Learning Coordinator is responsible for achieving excellent customer service and satisfaction by communicating timely and accurate learning and organization development information to managers and staff, preparing course and event materials, logistics and meeting preparation, and data-entry and maintenance.

### **Key Responsibilities**

- Provides administrative and logistical support for learning and organization development programs
- Makes program, course and event information available to managers and staff throughout the hospital through phone, email and print publications
- Coordinates all administrative aspects of learning and organization development planning (project management, trainer/consultant/speaker relations, vendor relations, materials development, on-site execution and post event wrap up)
- Registers, tracks and reports on participation in programs to assist in planning for and increasing participation.
- Assists in preparing for and implementing recognition programs and events.
- Works in partnership SFH staff in coordinating voluntary participation in programs that foster engagement.
- Assists in preparation of internal events and meetings, including materials, logistics and catering.
- Stays abreast of advances in the fields of organization development, employee engagement, and positive psychology to integrate cutting edge ideas and materials within the hospital's learning strategies.

### **Qualifications**

Associate's degree in Business, Education or a related field, along with 3-5 years professional experience in the field of education, management development, and/or human resources. Experience in customer service or training coordination required. An interest and experience with meeting planning and coordination is a plus. Bachelor's degree preferred.

- Excellent customer service capabilities and high level of detail orientation.
- Strong verbal, written communication and desktop publishing skills; effective project management skills.
- Proven ability to work well under pressure, prioritize and manage multiple projects concurrently, and to successfully in both independent and team situations.
- Competent to learn and adapt to changing procedures, methods or processes in a fast-paced environment.
- Superior skills in Microsoft Office 2003, including Word, Excel, PowerPoint, Access, Publisher and Outlook

We offer competitive salaries and comprehensive benefits. Apply online at: [www.stfrancisheartcenter.com](http://www.stfrancisheartcenter.com) or send resume to: St. Francis Hospital, Attn: HR Dept., 100 Port Washington Blvd., Roslyn, NY 11576. Fax: (516) 705-6608. EOE.