



**Destinations International**  
**Education Coordinator**  
Washington, DC



## **ABOUT DESTINATIONS INTERNATIONAL**

As the global trade association for official destination organizations and convention and visitor bureaus, Destinations International protects and advances the success of destination marketing worldwide. Destinations International's membership includes over 600 official destination organizations with more than 6,000 members in over 15 countries that command more than \$2 billion in annual budgets. As the world's largest and most reliable resource for destination organizations we inform, connect, inspire and educate our members with the goal to drive destination economic impact, job creation, community sustainability and quality of life through travel.

### **VISION**

Our members are essential to the success of destinations worldwide.

### **MISSION**

We empower our members so that their destinations excel.

## **FOUR CORNERSTONES OF DESTINATIONS INTERNATIONAL**

Destinations International provides members with information, resources, research, networking opportunities, professional development, and certification programs.

1. [Community](#) – Destinations International is a hub connecting associations and industries to create trusted partnerships invaluable to our members.
2. [Advocacy](#) – Destinations International is the collective voice of destination organizations empowering destinations on issues big and small.
3. [Research](#) – Destinations International is hyper-focused on what's next for destination management through forward-focused research and relevant data.
4. [Education](#) – Destinations International is the definitive resource for professional development and destination management. Destinations International offers [certifications](#), [professional development](#), and [summits](#).



### **SHARED VALUES**

Destinations International has developed shared values and commitments for all team members to embrace.

- Encourage curiosity for the purpose of learning and new experiences
- Make other team members a priority
- Communicate openly and respectfully
- Create an atmosphere of empowerment and empathy
- Be purposeful, adaptable and nimble



### **EQUITY, DIVERSITY & INCLUSION**

Destinations International recognizes and advocates the importance of cultivating a unified travel industry where everyone is welcome, where there is equitable access for all, and to help reshape existing power structures so that systemically marginalized voices and perspectives are heard and valued

Click [here](#) for more Destinations International information.

## **POSITION DESCRIPTION**

**Position Title: Education Coordinator**

**Reports To: Senior Director of Education**

### **Position Summary**

The education coordinator is primarily responsible for assisting in the development and administration of Destinations International's education and certification programs, managing, and administering online learning, webinars, program registrations, and communication with speakers, members, and other customers. Provides support in the areas of content curation, speaker and content management, and certification program administration.

### **Roles and Responsibilities**

- Update and maintain Destinations International's online Learning Management System as needed
- Coordinate and manage webinar administration
- Maintain speaker databases and attendee lists for all education programs and coordinate all speaker logistics to include contracting and facilitation of speaker needs
- Assist with coordinating speaker selections and educational tracks for Annual Conference and Summits
- Work collaboratively with the appropriate Destinations International teams and committees, CDME board and education contractors, to participate in implementation of CDME, PDM and other educational programming, including speaker confirmations, speaker requirements, onsite speaker needs and program delivery.

CDME Program:

- Manage, update and maintain database for CDME candidates and certificants
- Manage CDME class schedules
- Manage speaker/instructor schedules, databases, and logistics for all courses
- Maintain attendee registration lists for all CDME programs
- Ensure attendee papers are collected, reviewed and reported back to candidates
- Interact with speakers, customers and vendors
- Coordinate with Meetings and Events Department on AV, room set, F&B and venue needs
- Handle customer program and education inquiries regarding registration via phone and email
- Complete post-course and webinar evaluation results from attendee surveys into final reports
- Contribute to our safe, healthy, positive and harmonious work culture and environment.

### **Time Focus**

The majority of focus for this position is spent on:

- Learning management system administration 5%
- Webinar management and administration 10%
- Speaker management 25%
- Certification program administration 45%
- Communications with candidates, members, others 15%

### **Other Duties**

Please note this position description is not designed to cover or contain all activities, duties or responsibilities that are required of the team member for this position. Duties, responsibilities and activities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Expected Competencies**

- High level proficiency in Microsoft Office, including Word, Excel, PowerPoint and Adobe Acrobat

- Exposure to registration software, LMS software, survey tools, and basic database management preferred
- Excellent organizational and project management skills
- Ability to handle multiple projects simultaneously
- Ability to communicate effectively verbally and in writing
- Excellent communication skills with professionalism phone etiquette are essential
- Must be responsive, detail oriented, and flexible
- Some travel required

**Desired Education and Experience**

- High education degree desired
- Prior Association experience preferred
- Experience in trade shows, association-based event planning, education and certification preferred

**Supervisory Responsibility**

This position is not responsible for supervising team members in the education department.

**Work Environment**

The person in the position operates in an office setting. This role routinely uses standard office equipment including but limited to computers, phones, copiers, and filing cabinets.

**Physical Demands**

While in the office (or remote working), this is largely a sedentary role with extended time sitting at a desk and working on a computer.

**Position Type/Expected Hours of Work**

This is a full-time position. Office hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Evening and weekend work or participation in events that occur after hours or attendance at events and conferences is expected.

**Travel Expectation**

This position may require up to 50% travel time outside of Washington, DC.

Destinations International offers a comprehensive benefits package including paid time off (PTO), paid holidays, 401k plan and health, dental, vision, life, and long-term disability insurance coverage.

**If interested in learning more about this great opportunity, please send your resume to the SearchWide Global Executive listed below.**



**Danielle Gamble**, Communications Manager | SearchWide Global

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651-491-8877 (direct)

**About SearchWide Global**

SearchWide Global is a full-service executive search firm primarily for companies in the travel, tourism and convention, and hotel and lodging industries. We specialize in C-Level, Director and Management level executive searches for companies ranging in size from Fortune 500 corporations to mid-sized public and private companies.