



IAPD Women in Plastics Program Coordinator

Title: Program Coordinator

Aim: To assist in the creation and delivery of additional initiatives outside of Educational Workshops.

Term: The Program Coordinator serves a one year term starting at the IAPD Annual Convention.

Time Commitment: 10 hours per initiative/20 hours total over the term/year

Responsibilities:

- Stay up-to-date on MFG Day and Take Our Daughters and Sons to Work Day official websites and newsletters
- Draft permission forms for schools and parents
- Create agendas – including activities, snack options and welcome address from company VIPs
- Collaborate with Women in Plastics Communications Coordinator for announcements and social posts
- Work closely with IAPD Marketing Manager

Note: Members are expected to fully participate in all meetings, whether those are held at Leadership Development Conferences or Annual Conventions as well as to take part in conference calls or conduct business by telephone and/or written communications as deemed necessary to fulfill the committee's charge.

Members are expected to attend one or more Women in Plastics Education Workshops a term.