

Dear Fellow NJ members;

Just a quick update on the IAAI Office move to Washington, DC.

The IAAI will be sharing office space with the National Fallen Fire Fighters Foundation in an office building in Crofton, MD. This location is approximately 30 minutes from downtown Washington, DC. This location is presently being renovated to our specifications. Occupancy will be approximately November 1, 2006.

This location will allow the IAAI to have a more visible presence on Capitol Hill and enable us to promote our position as one of the top 7 fire service organizations in the country. The IAAI will also reap the benefits of reduced operating and personnel costs.

The IAAI is also seeking two new Administrative Staff members. One is for an Administrative Services Coordinator and the other is for a Trainer - Communications Coordinator. If you or anyone you know are interested in applying for either of these positions, please refer to the following requirements:

Administrative Services Coordinator:

1. High school diploma or GED, 2 – 4 college degree preferred in the field of Business Management or related field, such as Accounting.
2. 3+ years experience (or demonstrated equivalent) in a professional, high performing office environment, preferably in a supervisory capacity.
3. Excellent written, oral and interpersonal communication skills resulting in the ability to interact with all levels of management, members, and employee population.
4. Excellent technical skills with standard office equipment, software, and communications equipment. Website development or office publishing experience preferred.
5. Must demonstrate ability to regularly lift up to 25 lbs. and occasionally move heavy trunks, boxes, or display cases.
6. Must demonstrate ability to travel as required.

Summary of Duties: Responsible for operational supervision of the IAAI office staff, excluding the Trainer - Communications Coordinator. Responsible for coordinating office workflow processes and for coordination with workflow processes of the Trainer - Communications Coordinator to insure the most efficient use of office resources.

Trainer – Communications Coordinator:

1. Bachelor's Degree (Business or related field) and a minimum of 3 years of developing marketing/communications/training materials preferred; experience in project coordination; or a minimum of 5 – 7 years commensurate experience in developing training, marketing, and/or communications programs that encompassed some project coordination experience.
2. Excellent oral, written, technical and interpersonal skills resulting in the ability to

interact with all levels of management, business partners, association members, and employee population.

3. Experience using Microsoft Office and other software products necessary to produce effective training programs.
4. Designation of either Certified Event Planner (CEP) or Certified Meeting Planner (CMP) preferred.
5. Demonstrated ability to regularly lift up to 25 lbs. and occasionally move heavy trunks, boxes, or display cases.
6. Demonstrated ability to travel as required.

Summary of Duties: Responsible for all communications required by IAAI. Develops web content and works in conjunction with the Executive Director in planning and executing all training programs sponsored by IAAI.

Both positions are for the Crofton, MD office and are contingent upon the successful stringent background check and qualifications verification conducted by IAAI staff. Both positions offer a competitive salary, excellent benefits package, a clean and modern work environment, and the opportunity to work with the one of the country's seven major fire service organizations. IAAI is an equal opportunity employer.

Qualified candidates should send their resume electronically to: [jimwhitaker@firearson.com](mailto:jimwhitaker@firearson.com) or by regular mail to: P.O. Box 4842, Crofton, MD 21114-4842.

As always, if you have any questions regarding the IAAI, please feel free to contact me at 973-927-0728, or by email at [wendtcfi@optonline.net](mailto:wendtcfi@optonline.net).