

**Job Title:** Technical Services Coordinator  
**Reports to:** Executive Director  
**Classification:** Non-Exempt

JAMS Management Services, Inc. is seeking a high-energy, results-orientated individual to join the team as the Technical Services Coordinator for our client, the InterNational Electrical Testing Association (NETA).

JAMS Management Services, Inc. is a small association management company located in Portage, Michigan. The office has ten employees dedicated to providing the best service possible to our client, NETA, through collaborative team efforts.

NETA is a non-profit trade organization that serves the electrical testing industry by offering accreditation of third-party electrical testing firms, certifying electrical testing technicians, producing of American National Standards, hosting PowerTest, and publishing *NETA World* technical journal.

### **Position Summary**

The Technical Services Coordinator is responsible for coordinating the technical programs, projects, and activities of the association. This person interfaces with the technical leaders of association and industry, including the Standards Review Council, Exam Committee, technical representation committee volunteers, and Board of Directors.

### **Primary Responsibilities**

- Lead technical projects related to standards, training, and safety
- Develop new and existing technical relationships, assets, and resources
- Coordinate Technical Representation volunteers
- Manage ANSI standards maintenance and development
  - Editing and publishing of the ANSI/NETA standards
  - Coordination of the ANSI accreditation audit
  - Coordination of the standards distribution with outside vendors
- Manage incoming technical inquiries and responses
- Manage Technical Certification Examination Development
- Support Technical Certification Exam Administration

### **Qualifications**

- Associates or Bachelor's Degree in English, Anthropology, Arts, Humanities, or Communications preferred
- Excellent verbal and written communication skills
- Strong organizational skills and ability to multitask, work independently, and efficiently
- Proficient in Microsoft Excel, Word, and PowerPoint
- Some travel required

### **Attributes**

- Outgoing

- Creative, solution- seeking
- Detail-oriented
- Innovative visionary
- Servant-leadership minded