



DETAIL OPPORTUNITY

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL RAILROAD ADMINISTRATION (FRA)

The RRS 1.1 Office of Railroad Safety is soliciting applicants for a 6-month detail assignment for eligible candidates to perform as an Event Coordinator. The detail is open to DOT employees with the applicable skills, and experience. If you're interested in the position listed below, please send a copy of your resume and your most recent performance appraisal to Parris.foster@dot.gov, under Subject Line: Event Coordinator by 4 p.m. EST, Friday, **09/13/2024**

Please contact Angela.Duncan@dot.gov if you have any questions regarding the opportunity.

The ideal candidate will have excellent communication skills, the ability to comfortably address large groups, and the ability to tactfully solicit audience participation. The incumbent should also have experience managing the logistics associated with planning and executing work related events, and proficiency with office productivity software.

Duties:

- Develops, reviews, recommends, and administers policies and programs related to the planning of conferences for the Office of Safety.
- Develops and implements policies and operating procedures that maintain program effectiveness.
- Experience leading conference planning and developing collaborative working relationships with internal and external stakeholders.
- Prepares required documentation for review, submission, and approval of conference requests.
- In coordination with technical experts, develops and implements tracking mechanism for tracking and forecasting conferences for the Office of Safety.
- Performs other related duties as assigned.

Qualifications: Candidates must currently be a GS-11, GS-12, or GS-13, and must have experience initiating and developing strong relationships and partnerships with internal and external stakeholders. Candidates should also have at least two (2) years of experience planning and executing work related events.

Interviews may be conducted.