



**JOB DESCRIPTION:** The School Social Work Association of America is seeking a part-time remote (20 hours per week) or full-time remote (40 hours per week) Professional Development Coordinator who will be an integral part of the organization's team. The Professional Development Coordinator will oversee various events and professional development (PD) opportunities, will be the primary point of contact for registrants, will assist registrants and problem-solve around PD offerings, and will coordinate with other association staff to ensure efficient association operation. Ability to effectively communicate via phone, email, and in-person is essential to support accurate and timely completion of duties. Computer skills, knowledge of technology, learning management systems, and social media platforms, and creativity are essential. \*Must have ability to work majority of hours during regular work hours.

**ORGANIZATIONAL STRUCTURE:** This position reports to the Executive Director. Interaction is also common with other staff including the Membership Coordinator and the Communications and Marketing Specialist.

## **JOB RESPONSIBILITIES:**

### **Manage SSWAA National Conference**

Contribute to event planning by setting up event in member management system (GrowthZone) and Conference App (Results at Hand), collaborate with Communications and Marketing Specialist to coordinate marketing and exhibitor/sponsor planning, create, and manage call for proposals. Collaborate with Standards & Practices committee to determine program outline, promotion of event, organization and registration organization and management. Address registrant questions and issues, generate letters for international members for conference registration, ensure timely communication with registrants, host event and manage registration desk, coordinate awarding of CEUs, facilitate program evaluation, and work in collaboration with Executive Director on event details.

### **Manage National Certification Process**

Coordinate and monitor National Certification Candidate registration, application review, answering questions, monitoring candidate progress, and renewal process.

### **Manage Webinars**

Schedule, promote and facilitate webinars. Collect and maintain presenter database (resumes, bio, and pictures), and ensure timely communication with attendees.

### **Manage On-Demand Courses**

Manage course creation and coordinate interface with Learning Management System (LMS).

### **Oversee Related Technologies**

Learn and become proficient in Member Management System (GrowthZone), Webinar platform, Conference App (Results at Hand), and Learning Management System (LMS).

### **Lead PD Communication**

Ensure timely and effective communication to PD registrants, respond to registrants, and offer needed support, oversee event invoices, and publicize events in coordination with other staff and social media team.

**Conduct Program Evaluation**

Track and report on data related to PD offerings.

**Oversee the Awarding of CEUs**

Verify CEUs for PD attendees and maintain and file CEU record documents.

**Other**

Provide support for other PD events such as Town Hall Meetings, Leadership Institute, Legislative Institute, or other special events, and provide general support to the Executive Director.

**JOB REQUIREMENTS:**

- Team player
- Knowledge of handling sensitive information in a confidential manner
- Knowledge and confidence using a variety of technology and social media platforms
- Proficiency in MS Office with strong skills in Microsoft Word, PowerPoint, and Excel
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and strong organizational skills
- Excellent written and verbal communication skills
- Works independently
- College degree
- MSW degree, license preferred
- Knowledge of School Social Work profession and of SSWAA is preferred
- Must have ability to work majority of hours during regular work hours

**JOB RELATED REQUIREMENTS**

Applicant must have home workspace, internet access, phone, and personal transportation

**COMPENSATION AND BENEFITS INFORMATION:**

- Salary range for part-time position is \$22,500 - \$25,500
- Salary range for full-time position is \$46,000 - \$51,000
- Any travel required by SSWAA will be covered
- 1-week paid vacation
- 5 sick/personal days

**APPLICATION PROCESS:**

Send resume with cover letter and desired hourly pay rate to [r.k.oliver@sswaa.org](mailto:r.k.oliver@sswaa.org).

**TIMELINE:**

The School Social Work Association of America is seeking to fill the Professional Development Coordinator position as soon as possible. Applications will be accepted beginning October 24, 2022 and will be accepted until the position is filled. The targeted start date is January 1, 2023.

**COMMITMENT TO DIVERSITY AND INCLUSION:**

The School Social Work Association of America (SSWAA) is committed to recruiting and retaining a diverse workforce that reflects the diversity of our membership and of our profession. SSWAA believes that a diverse workforce will promote a place where all ideas are heard and valued, where all can contribute their strengths, and where the highest quality products and services are generated. SSWAA is committed to creating a work environment that offers a sense of inclusivity and belonging for all. We invite you to join our professional community.