



## PROFESSIONAL DEVELOPMENT COORDINATOR

### **Job Title: Professional Development Coordinator**

**Organization:** School Social Work Association of America (SSWAA)

**Reports to:** Executive Director

**Status:** Full-Time (40 hours/week) | Remote

---

### **Position Summary**

The School Social Work Association of America (SSWAA) is seeking a detail-oriented and tech-savvy **Professional Development Coordinator** to join our dedicated team. This individual will lead the coordination and execution of SSWAA's professional development offerings, including webinars, on-demand learning, national conference workshops, and certification programs. The ideal candidate is organized, responsive, and highly collaborative, with strong communication and problem-solving skills. This role is vital to SSWAA's mission to support school social workers nationwide.

---

### **Key Responsibilities**

#### **Professional Development Management**

- Serve as the lead coordinator for SSWAA's PD opportunities (webinars, on-demand courses, workshops, institutes, etc.).
- Ensure alignment with Approved Continuing Education (ACE) guidelines to offer Continuing Education (CE) credits to participants.
- Maintain knowledge and proficiency in association tools: Member Management System, Learning Management System (LMS), Webinar platform, and Conference App.
- Respond to registrants' inquiries in a timely, supportive manner and provide ongoing assistance.

#### **On-Demand Learning**

- Oversee the development, setup, and ongoing maintenance of online courses via the LMS.
- Coordinate uploads, testing, and CE verification processes.

#### **National Conference Coordination (PD-Specific)**

- Promote the call for proposals and actively recruit presenters.
- Coordinate selection of breakout workshops and ongoing communication with presenters.
- Host informational sessions and ensure sessions meet CE requirements.
- Manage presenter registration, content submission, session evaluation, and CE awarding.
- Collaborate with the broader conference planning team on event logistics.

#### **National Certification Program**

- Manage the full cycle of the certification and renewal process: registration, candidate communication, progress monitoring, and certificate issuance.

#### **Webinar Program**

- Schedule, promote, and facilitate live webinars.

- Collect presenter bios, resumes, and photos; maintain an up-to-date presenter database.
- Ensure timely communication with attendees before and after each event.

### **Technology & Communication**

- Maintain proficiency in all relevant platforms and systems.
- Ensure timely and effective communication with registrants and presenters.
- Coordinate with marketing and social media staff to promote PD offerings.
- Process invoices related to PD events and maintain documentation.

### **Evaluation & Reporting**

- Track participation and evaluation data related to PD offerings.
- Provide regular reports to leadership on attendance, engagement, and feedback.

### **CEU Management**

- Verify alignment of all PD offerings with ACE CE guidelines.
- Oversee documentation and maintenance of CE records for auditing and compliance.

### **General Support & Other Duties**

- Assist with other SSWAA events including Town Halls, Leadership Institute, and Legislative Institute.
- Provide general support to the Executive Director and broader staff team as needed.

---

### **Requirements**

- Reliable home office setup with internet, phone access, and personal transportation.
- Strong written and verbal communication skills.
- Demonstrated ability to work independently and as part of a team.
- High comfort level with technology and ability to learn new systems quickly.
- Commitment to collaboration and responsive communication.

---

### **Preferred Qualifications**

- Previous experience with online learning platforms or webinar coordination.
- Familiarity with professional development processes and CE guidelines (e.g., ACE).
- Experience in nonprofit, education, or association settings a plus.

---

### **Compensation & Benefits**

- **Salary:** \$55,000–\$57,000 annually, commensurate with experience.
- **Time Off:**
  - 5 paid vacation days (with Executive Director approval)
  - 5 paid sick days
  - 13 paid association holidays
  - After 6 months:
    - Summer extended work weeks with 10 additional days off

- Paid office closure between Christmas and New Year's Eve
  - **Other Benefits:**
    - Medical stipend
    - Remote work environment
    - Flexible hours (with supervisor approval)
    - Supportive organizational culture emphasizing self-care
    - Annual staff retreat
    - Access to association professional development opportunities
- 

### **Travel Expectations**

- Occasional travel is required and will be fully reimbursed according to SSWAA's travel policy.
- 

### **Accountability**

The Professional Development Coordinator reports to the Executive Director and collaborates regularly with other staff including the Associate Executive Director and Director of Marketing. Ongoing feedback, performance reviews, and check-ins ensure clarity of expectations and opportunities for growth.

---

### **To Apply**

Please send a resume and cover letter to [contactus@sswaa.org](mailto:contactus@sswaa.org) by **August 13, 2025**.