

NAESP Manager, Professional Learning Projects, Position Announcement

The National Association of Elementary School Principals (NAESP) is accepting applications for the full-time position of Manager, Professional Learning Projects. The Manager, Professional Learning Projects works under the direct supervision of the Associate Executive Director, Professional Learning and the supervision of the NAESP Executive Director. The Position will be available beginning March 1, 2019. Applicants should mail a letter of interest and a resume to Gail Morgan, NAESP Associate Executive Director, Professional Learning, 1615 Duke Street, Alexandria, VA 22314-3483 or gmorgan@naesp.org.

Summary

Develop and coordinate special projects and strategies aligned to the association goals related to professional development activities and conference events. Organize overall execution of professional development deliverables, trainings, and management systems for NAESP program growth. Develop and support goals to enhance service to principals and other clients. Contribute to the execution of strategies to advance the professional learning team objectives as well as the NAESP's national agenda and the association goals. Develop structures to facilitate coordination in developing content for initiatives and activities to improve the overall quality of all professional learning products and delivery to clients as produced by the professional learning team.

Essential duties and responsibilities include but are not limited to:

- Manage professional learning programs as assigned in collaboration with the professional learning leadership team.
- Support virtual professional learning programming, such as webinars and online learning.
- Coordinate follow-up communications to assess and evaluate programs and trainings to impact future planning.
- Support the development of promotional content that reflects NAESP's mission, including messaging related to professional learning to achieve the association goals.
- Work closely with professional learning team in forging relationships with outside organizations to expand the range of content in all programs.
- Update data systems on state leaders (i.e. state presidents, federal relations coordinators and other key leaders).
- Compile and format content in special projects for the NAESP website and work to support other content development as needed.
- Support and maintain cross-team communications with NAESP's core service areas.
- Maintain up-to-date files for the Associate Executive Director, Professional Learning, and Director, Professional Learning.
- Assist in crafting and design of promotional and marketing materials for professional learning.

- Assist Executive Director in crafting and design of executive materials as needed.
- Other duties as assigned.

Education and Experience

Undergraduate degree in education, business, management, or related field.

Must have demonstrated experience with people management, budgeting, planning, and overall project management.

Computer Skills: Knowledge of Microsoft Word, Excel, and Outlook; Data systems knowledge with membership processing and management preferred.

Required Knowledge, Skills and Abilities

Must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Communication:** Candidate must demonstrate strong oral and written communication and presentation skills.
- **Work Style:** Ability to work in a highly collaborative team environment, communicate with co-workers consistently, and work externally with state affiliates, NAESP members and other education stakeholders. Must be proactive and have the ability to solve problems independently.
- **Organization and Personal Skills:** Ability to pay close attention to detail, work under pressure, appropriately manage goals and priorities, and be collaborative with staff at all times. Excellent computer skills: word processing, desktop publishing, MS Office, and notable familiarity with other computer applications.
- **Interpersonal:** Must exhibit exceptional human relations, customer service, diplomacy and interpersonal skills and have a positive attitude.

Supervisory Responsibilities: N/A

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Salary Range: \$50,000 - \$60,000 – Negotiable - Based on Level 3 of NAESP Position Levels Salary Matrix.

How to Apply: Email a letter of interest and a resume to Gail Morgan, NAESP Associate Executive Director, Professional Learning, 1615 Duke Street, Alexandria, VA 22314-3483 or gmorgan@naesp.org. You may also contact Gail Morgan if you are a person with a disability and would like to request an accommodation.

Application Deadline: February 28, 2019 or until position is filled.

For additional information contact Gail Morgan, NAESP Associate Executive Director, Professional Learning at gmorgan@naesp.org

No person shall be denied employment on the basis of race, color, disability, sex, religion, national origin or age.