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## Position Opening: Administrative Coordinator

### Position Summary

The National Alliance of Concurrent Enrollment Partnerships (NACEP) is a growing membership-based professional development organization serving institutions of higher education, high schools/school districts, and state agency partners. NACEP seeks an experienced Administrative Coordinator to assist NACEP's Director of Accreditation (DA) with the execution of NACEP's Accreditation Cycle. This position will handle a variety of responsibilities ranging from conference and professional meeting planning, database management, and communications. Primary duties for this position are conducted remotely.

### Responsibilities and Duties

- *Meeting and Event Coordination:* Manage the accreditation calendar and schedule meetings with the Commission, volunteers, members and accreditation inquiries; Disseminate meeting agenda, record meeting notes, and archive documents; Coordinate event logistics including the invitation, registration, catering, audio/visual, room scheduling and setup; organizing and coordinating presentations and program information.
- *Document Management:* Assist DA with the creation of accreditation documents and materials; Manage the process with distribution, collection and archiving annual accreditation surveys and reports; Assist with the coordination of accreditation application documents; Compile, update, monitor, and distribute materials to applicants, accreditation application volunteers and the Commission.
- *Communications:* In coordination with the DA provide applicants with a variety of official correspondence: findings letters, accreditation letters, accreditation documents certificates/plaques, acknowledging correspondence, official NACEP letters (digital and print); format documents and send out electronic communications.
- *Administrative Support:* Serve as the administrative coordinator to manage the accreditation application cycle; Scheduling meetings (conference calls and virtual meetings), distributing documents, obtaining and archiving meeting notes, following up on and coordinating information requests between applicants, accreditation application volunteers, staff, and Commissioners.

### Qualifications

- At least 3 years of relevant Administrative experience
- Ability to work independently, adapt to changing situations and priorities with ease and confidence

- High skill level in document preparation, editing, and attention to detail
- Ability to perform complex office operations using various office software applications, including Microsoft Word, Microsoft Excel, customer relationship management systems, and calendar programs

### **Expectations**

- Primary duties for this position are conducted remotely.
- The position requires remaining in a stationary position at a desk or work station for periods of time.
- Versatile skills necessary to contribute to the success of a lively and growing nonprofit; interpersonal skills necessary to be an effective team player.
- Ability to work with individuals from a variety of backgrounds from across the country.
- This is an hourly contract position with hours ranging between 5-15 hours weekly during Accreditation cycle peak times.

### **To apply:**

- Please submit a resume with cover letter by email to [careers@nacep.org](mailto:careers@nacep.org).

### **About NACEP**

The National Alliance of Concurrent Enrollment Partnerships (NACEP) works to ensure that college courses offered by high school teachers are as rigorous as courses offered on the sponsoring college campus. As the sole accrediting body for concurrent enrollment partnerships, NACEP helps these programs adhere to the highest standards so students experience a seamless transition to college and teachers benefit from meaningful, ongoing professional development. To advance the field and support our national network of members, we actively share the latest knowledge about best practices, research, and advocacy. Our annual conference is the premier destination for college officials, high school leaders, policymakers, and researchers interested in creating an effective academic bridge between high school and college.