

Member Content Coordinator

Position Summary

We are seeking a creative, motivated individual to coordinate the generation of content that serves our members and our community. The primary role of this position will be to evaluate, update, and develop resources and activities to serve NACEP members and the dual/concurrent enrollment community. The activities of the person in this position will include virtual and in-person meeting and workshop coordination, professional writing and copy editing, member outreach, and support of all NACEP events.

Responsibilities and Duties

- Support and develop NACEP's digital offerings including Wednesday Webinars and virtual workshops. Find and recruit talent within the field to assist in robust virtual offerings.
- Gather, analyze, and synthesize data to assist with the identification of priority areas for new written and digital resources and member-serving activities.
- Coordinate activities, content, and projects to support the Accreditation Commission, accreditation volunteers, and accredited programs.
- Support and coordinate projects related to NACEP's Advocacy, Engagement, and Research Commissions.
- Help draft and edit NACEP publications.
- Engage the member-only listserv with topics relevant to the field.
- Assist in the coordination of conference breakout content and help ensure its alignment with the needs of the field.
- Support NACEP's pre-conference workshops and other conference-based activities.
- Leverage knowledge of project management software to better support and coordinate NACEP volunteer activities and recognition.
- Support of projects associated with the Leadership Academy.

Desired skills:

The person in this position will use these skills on a daily basis. We are looking for a candidate with the majority of these skills in place but are willing to help the right candidate grow into some parts of the position.

- Adept at developing relationships in person and virtually
- Highly capable in a remote work and a remote team situation
- Skilled at editing, writing, and organizing information

- High level of digital literacy including experience with G-Suite, Google forms, zoom, project management platforms (ClickUp, Monday.com, basecamp, etc.), and engagement software like Slido.
- Basic survey construction, data gathering, analysis, and synthesis
- LMS course design experience or content coordination
- Experienced with Zoom meetings and webinar platforms, virtual meeting organization, and support.

Our perfect candidate:

- **Loves Our Space:** Has worked with dual/concurrent enrollment for 2-4 years and understands the need to help the field feel connected, supported, and confident in their work.
- **Values Communication as a Tool:** Enjoys writing, editing, organizing information, improving systems and is eager to apply this to our field and our work.
- **Team Player:** You believe that we get further working together. Effective at communicating with and supporting the team. Ability to work with individuals from a variety of backgrounds from across the country.
- **Self-Directed:** You enjoy remote work and are a motivated self-starter, who is communicative, responsive and productive. You are skilled at working independently, setting and meeting internal and external deadlines but able to adapt to changing situations and priorities.
- **Equity, Diversity & Inclusion Champion:** You believe that equitable, inclusive access to education for a diverse population is critical to the success of our nation.
- **Desires Professional Growth:** The person in this position will support every part of our mission. A capable, motivated candidate will have access to unique opportunities and experiences to grow as a professional through our work.

Expectations

- This position is remote and offers you flexibility in your work location within the US.
- Candidates should have reliable high-speed internet and a living situation that supports a work-from-home position.
- Travel to various U.S. locations is required throughout the year for events as well as team meetings.
- This position will work with every member of the NACEP team and reports to the Director of Communications and Member Services following a period of onboarding and evaluation.

Compensation and Benefits

- Salary range for this position is \$38,000-\$45,000
- In addition, NACEP staff are provided:
 - \$600 in annual technology reimbursement to support remote work

- \$7,500 annually as a Cafeteria Plan benefit which can be applied to employer sponsored medical, dental, and vision health coverage and/or Flexible Spending Account.
 - 6% pre-tax employer contribution to a SEP-IRA retirement account
 - Reimbursement for TSA Pre-Check
 - Generous PTO that increases with seniority and job performance
 - A \$500 annual stipend for professional development
- NACEP provides office equipment and supplies as necessary for the employee to fulfill his/her responsibilities.
 - NACEP will pay employer taxes, worker's compensation, unemployment insurance, and any other taxes/insurance required by state or federal law.

Our process

- Interviews will be conducted via zoom. Finalists may participate an in-person interview.

To apply

- Please submit a resume and cover letter by email to careers@nacep.org or online at nacep.org/about-nacep/jobs.
- We will begin reviewing applicant materials April 26th.
- Questions can be submitted to careers@nacep.org