

## **JOB DESCRIPTION**

**POSITION: Volunteer Coordinator** (Accreditation Associate)

**REPORTS TO:** Assistant Director of Volunteer Relations & Training

**CATEGORY:** Regular, Full-time Exempt

**LAST REVIEWED:** January 2018

CAEP is the nation's sole accrediting body for teacher preparation. CAEP promotes excellence in educator preparation through outcome focused, and evidence-based, data-driven accreditation focused on improving student learning. We provide a framework for continuous improvement to ensure educator preparation providers (EPPs) prepare educators to teach diverse learners throughout the P-12 system. CAEP organizational values focus on: leadership, teamwork, initiative and creativity, strategic planning, shared responsibility and accountability, and service orientation to accreditation.

CAEP is seeking a highly motivated, professional individual to support the work of the accreditation team. The candidate will handle multiple tasks in supporting the recruitment and management of volunteers. The role supports a talented and fast-paced team and reports to the Assistant Director of Volunteer Relations and Training.

Essential responsibilities and duties include but are not limited to:

- Assist the Assistant Director of Volunteer Relations and following CAEP policies, manage the assignment of site visitors for fall and spring visits.
- Assist the Assistant Director of Annual Reports to train and manage the assignment of annual report reviewers.
- Collaborate and monitor the overall volunteer recruitment process.
- Maintain accurate data of volunteers including assessment ranking, usage efficiency, availability, and engagement with CAEP.
- Communicate with relevant stakeholders regarding CAEP accreditation policies and procedures.
- Compile and present potential volunteer applicants to Accreditation Council for approval.
- Communicate with potential volunteers on their application status.
- Provide technical training for volunteers through various formats/platforms (webinars, canvas, in-person training, etc)
- Other duties as assigned.

### **Requirements**

- Bachelor's degree in education or related field required. Master's preferred
- 1-3 years of experience in P-12, higher education, or accreditation
- Excellent skills in communication, writing, and editing required
- Ability to prioritize, multi-task, and meet deadlines is essential
- Strong quantitative and qualitative skills and ability to work independently
- Strong attention to detail

## **Technical Skills**

- Individual should be proficient in Word, Excel, and PowerPoint and have created or used charts, spreadsheets, and databases.
- Proficient at using GoToMeeting (or other webinar tool), Outlook, Doodle polls for scheduling, and other Intranet/Internet tools.
- Experience with state data systems and/or relational databases is desirable.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The position may be required to work evenings or weekends for special program events. The work environment is fast-paced

**This position is based in Washington, DC.**

**Occasional weekend work and travel may be required.**

CAEP offers a competitive benefit package which includes 100% employer-paid premiums for medical and dental employee-only plans, a 10% employer contribution to the 403(b) retirement plan, and a time-off program which includes vacation, sick, and personal days.

CAEP's goal is to continue to grow a highly engaged and collaborative staff through hiring those with a diversity of experience, viewpoints, and backgrounds. CAEP is an equal opportunity employer. CAEP will not discriminate against any individual employee, group of employees, or prospective employee because of race, color, religion, national origin, citizenship status, gender, sexual orientation, age, ancestry, marital status, disabilities, veteran status or other class of individuals protected by law. CAEP is fully committed to providing equal opportunities in all employment related activities including, but not limited to recruiting, hiring, advancement, compensation, training, benefits, transfers, terms of employment, and physical access to facilities within the financial resources of CAEP. CAEP will make reasonable accommodations for any physical or mental disability that limits an employee's ability to

perform the essential functions of his or her job to the extent CAEP is aware of those disabilities. Furthermore, CAEP will fully comply with all federal, state, and local laws and regulations to guarantee equal employment opportunities.

Interested candidates are encouraged to visit [www.caepnet.org](http://www.caepnet.org) to learn more about CAEP and the position. Internal candidates interested in applying should send their letter of intent to [angela.butler@marcumllp.com](mailto:angela.butler@marcumllp.com) no later than February 8, 2019.