JOB DESCRIPTION

POSITION: Digital Projects Associate
REPORTS TO: Chief Operating Officer
CATEGORY: Regular, Full-time Exempt
LAST REVIEWED: February 2018

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

CAEP is seeking a highly motivated, detail-oriented, and customer-service focused individual to join the CAEP team. The position will initially report to the Chief Operating Officer (COO), serve as the project manager for all technology projects, and work closely with departments to support the implementation of digital solutions to meet current and future business needs of the organization.

The position contributes to aspects of CAEP's digital experience including creation, extension, and support of the organization's accreditation management system, learning management system, and select additional software platforms. The person will work closely with departments to identify, recommend, develop, provide training on, implement, and support cost-effective software solutions.

Essential responsibilities and duties include but are not limited to:
- Collaborate across the organization to brainstorm possibilities and provide insight into system capabilities and identify opportunities for system and process improvement.
- Work closely with the Director of IT and COO to optimize CAEP software-related processes and assist with the evaluation of current and proposed IT systems.
- Serve as the technical point of contact for the accreditation management and learning management systems.
- Train staff on system use and serve as an advocate for the systems within the organization.
- Analyze and extract data from the accreditation management system to meet identified and emerging needs.
- Maintain the accreditation management system by verifying the integrity of data, modifying workflows and adding fields as needed, configuring member-facing online components, and soliciting input from users regarding current and future functionality needs.
- Monitor emerging technologies and industry best practices and provide recommendations to the Director of IT and COO.
- Leverage technology to support increased efficiency, transparency, and collaboration at CAEP.

- Serve as the project manager for technology-related projects.
- Document application-related standard operating procedures.
- Coordinate and provide user training on a regular basis.
- Other responsibilities as assigned.

Requirements
- Bachelor's degree or equivalent work experience required.
- Experience working in an association or non-profit with a relational database or association management system preferred.
- Knowledge of a variety of applications including software applications and an ability to quickly learn and/or assess new systems.
- Demonstrated ability to communicate technical specifications to development teams while conveying project details to non-technical individuals.
- Accounting exposure is a plus.
- Must be a good problem solver and facilitator with excellent analytical skills.
- Must have excellent interpersonal and communication skills and collaborate effectively in a group setting.
- Demonstrated ability to write clear and accurate technical documentation.
- Demonstrated ability to effectively convey technical information to non-technical users verbally and in writing.
- Ability to easily adapt to changing priorities.
- Excellent organizational skills and attention to detail.
- Candidates must live in the Washington, D.C. metropolitan area.

Technical Skills
- Demonstrated ability to quickly learn new software applications.
- Individual should have advanced knowledge of Word, Excel, and PowerPoint and have created or used charts, spreadsheets, and databases.
- Proficient at using GoToMeeting (or other webinar tool), Outlook, and Intranet/Internet tools.
- Experience with 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.