

October 2011

POSITION VACANCY ANNOUNCEMENT

Position Title: Program Assistant

Classification: Category 5 (Non-exempt).
Starting Salary Range \$30,442 to \$34,248 per annum.

Service Area: Professional Development Services

Reports To: Assistant Executive Director, Professional Development Services

Selection Procedure: Evaluation of written application materials, relevant education, experience, and references. Personal/panel interview(s) of top-rated candidates.

Application Procedure: *Preferred:* email resume and cover letter to spedjob@cec.sped.org or mail resume and cover letter to: Human Resources Manager, Council for Exceptional Children, 2900 Crystal Drive, Arlington, VA 22202. Persons requesting accommodation during the application process should also contact the Human Resources Manager. Voice: 703-264-9490; TTY: 1-800-915-5000; Fax: 703-312-9193

Application Deadline: Review of applications begins immediately, and continues until the position is filled.

For More Information: Visit our web site at <http://www.cec.sped.org>

Position Description Attached

The Council for Exceptional Children is an equal opportunity and nondiscriminatory employer on the basis of race; color; national origin; ancestry; age; gender; disability; marital status; and religious, political or sexual orientation. Applications from minorities, women, and individuals with disabilities are encouraged.

Authorized by:

Bruce A. Ramirez, Executive Director

Position Description
Category: 5N

October 2011

Program Assistant

Professional Development Services
Council for Exceptional Children

Purpose of Position: The Professional Development Services Team provides leadership and direction in the areas of annual convention, journals, publications and information services, other professional development activities, and grants/contracts. The Program Assistant, under the direction of the Assistant Executive Director, provides administrative support to the Professional Development Services programs, activities, and projects, in the areas of convention, other professional development activities and publications.

Responsibilities:

- Supports the day to day operations of the Assistant Executive Director (AED) and the Professional Development Team, providing administrative information, direction and support to the program sections including convention, publications, and other professional development activities;
- Supports the convention team with the preparation of annual convention materials, including but not limited to programs and handbooks for the convention, workshops, and institutes; correspondences and mailings; and other logistics for presenters, program chairs, strand leaders, and invited guest speakers;
- Assists with travel arrangements, prepares travel authorizations, and processes expense reports for staff, presenters, consultants and invited speakers;
- Processes and monitors copyright activity, special permissions requests, and the tracking and mailing of author copyright release forms;
- Processes and organizes contracts and purchase orders for Professional Development Services program sections;
- Updates information in the Association Management System (iMIS) for journal issues, CEU credits as needed, and other professional development events;
- Assists with compiling and reporting evaluation data for the annual convention and other professional development activities;
- Sends out TEC, EC, and book author copies to all parties as specified in author guidelines and/or contracts;

- Reviews and monitors Web site copy for accuracy;
- Assists with budget preparation; monitoring and reconciling expenditures/revenues; and provide reports to the AED;
- Collaborates with staff, members and others to ensure desired outcomes on issues related to professional development activities;
- Maintains a high level of customer service focus at all times in accordance with CEC's Customer Service guidelines;
- Performs other duties as assigned.

Qualifications:

- Undergraduate degree and three years experience or at least five years of progressive experience in administrative positions;
- Experience in meeting planning and conference coordination environment preferred;
- Competence in the use of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), and database software (iMIS preferred);
- Excellent written and oral communication skills and proofreading and editing skills;
- Excellent organizational skills, with the ability to attend to details, follow-through on assignments, and set and adhere to schedules and priorities;
- Excellent interpersonal skills and demonstrated ability to communicate effectively with a broad range of individuals and groups;
- Demonstrated ability to produce work with a high degree of accuracy under minimal supervision in a team based environment;
- Ability to multi-task and flexibly respond to changing needs and priorities;
- Demonstrated ability to produce work with a high degree of accuracy under minimal supervision in a team based environment;
- Ability to travel out of town to the annual convention and other meetings;
- Willingness to work flexible hours, including evenings and weekends, when necessary.

