



Position: Senior Associate, Member Engagement & Professional Learning

Job Overview

Advance CTE is hiring a Senior Associate who will be responsible for coordinating outreach and engagement with Advance CTE members, leading member-focused professional learning efforts, ensuring the organization is anticipating and meeting members' needs, and helping to advance our organizational goals. The ideal candidate will be a problem solver, enjoy engaging directly with a range of individuals and be a team player committed to getting results in a fast-paced environment. This position provides a unique opportunity to have a direct impact on education policy by supporting state leaders working to ensure each and every learner has access to high-quality Career Technical Education (CTE).

About Advance CTE

Established in 1920, Advance CTE is the longest-standing CTE-focused national non-profit, representing State Directors and state leaders responsible for secondary, postsecondary, and adult CTE across all 50 states and U.S. territories. Our mission is to support visionary state leadership, cultivate best practices and speak with a collective voice to advance high-quality CTE policies, programs and pathways that ensure career success for each learner. For more information, see www.careertech.org

Primary Responsibilities:

The Senior Associate, Member Engagement & Professional Learning will:

- **Oversee a comprehensive strategy for member engagement**
 - Lead external communications about membership to new and existing members.
 - Develop and implement a strategy for ongoing member utilization of Advance CTE resources and coordinates staff-to-member engagement and communications.
 - Support internal administrative processes for all members as they start and continue their membership to ensure they receive full membership benefits in a timely manner.
 - Support membership systems, including CiviCRM and email lists, in coordination with administrative staff.
 - Manage and run quarterly internal state engagement meetings.
 - Lead the annual Advancing Career Technical Education Leaders award program.
- **Lead and continuously improve upon the year-round New State CTE Director Leadership program, with possible future expansion for other state members**
 - Oversee delivery of in-person and virtual supports and learning for an annual cohort of new State Directors, including updating existing curriculum, leading in-person workshops and other regular engagement, and managing external consultants.
 - Manage introduction of new State CTE Directors to staff and membership via coordinated welcome calls, blogs, getting to know you state calls, etc.
 - Develop and manage a process for supporting new non-State Director members, with a particular focus on state members.

- Develop and lead year-round professional development offerings for members
 - Coordinate the execution of annual fall and spring convenings, working closely with staff to oversee the development of agenda, marketing, on-site execution, registration and sponsor engagement.
 - Actively manage an organization-wide virtual learning strategy, including webinars, Moodle (an open source communications platform) and other supports.
 - Coordinate and manage virtual logistics of Advance CTE workshops designed for counseling professionals.
- Lead members-based outreach and related partnerships
 - Conduct an annual membership survey that offers consistent and comparable data on member engagement, professional development needs and overall satisfaction with the organization.
 - Support Advance CTE's partnership with ACTE around CareerTech VISION to help ensure Career Clusters are prominent and the event is of the highest value for our members.
 - Serve as an organizational spokesperson.

Qualifications & Skills

- Bachelor's degree or equivalent with focus on professional development, adult education and/or project management or similar field preferred, plus five years of experience (or Master's degree plus three years of work experience) in professional development, education, adult learning/training, and member engagement at a non-profit and/or in the education or workforce policy field
- Ability to think critically and exercise excellent judgment
- A proactive, problem-solving and improvement-oriented mindset
- Excellent organizational skills and attention to detail
- Strong, outgoing customer relationship mindset, including 100% follow through and follow up
- Ability to work independently, accurately and meet deadlines, as well as simultaneously manage multiple projects/tasks
- Strong English language oral and written communication skills
- Ability to handle confidential and sensitive information with discretion
- High level of proficiency with computer software programs, include Word and Excel (required), PowerPoint (preferred)
- High level of proficiency with the Google Suite (Gmail, Drive, Google Docs, etc.)
- Knowledge of standard office equipment such as personal computer, laser printer, copy machine, fax machine, LCD projector, scanner, multi-line phone system etc.
- Hold a valid driver's license within the commuting areas, have access to a reliable car with current insurance or access to a reliable/flexible transportation source

Supervision Received: The Senior Associate, Member Engagement & Professional Learning will work under the direction of the Communications Manager.

Compensation depends on experience and is highly competitive.

How to Apply: Please submit a cover letter, resume, two writing samples, a list of at least three professional references and salary requirements to careers@careertech.org by September 13, 2019.

