



National Alternative Education Association

Developing
Potential
in All Students



The Executive Director will be responsible for the oversight of the National Association of Alternative Education (NAEA) according to the strategic goals set by the Board of Directors. This Executive Director will report to the Board President and interface with the Board Treasurer as they fulfill job requirements. Continued employment will be at the will of the Executive Board.

JOB TITLE: *Executive Director*

LOCATION: Home-based

EMPLOYMENT: Part-time

SALARY: \$25 per hour for a prescribed number of hours.

The position has additional financial incentives that can be based on the percentage growth of sponsorships (10%), vendors (5%), and event revenue (hotel determines this based on 7%).

The Executive Director will perform the following:

Leadership, operation planning and management, program planning and management,
Human resources planning and management
Financial planning and management
Community relations/advocacy

Qualified candidates will have:

A Masters Degree or higher
Special Requirement/Professional Designation: IATA Certification
Knowledge of the Event Planning & Hospitality Industry
Computer Proficiency
Professional Characteristics

Experience:

3 or more years of membership and active participation in NAEA

HOW TO APPLY:

For more information and a full job description visit <http://the-naea.org/>

Applicants should send a Letter of Intent, Resume, and Cover Letter outlining how they meet the specific requirements of the position to dr.janet.bishop@gmail.com by the closing date.

CLOSING DATE: August 10, 2018

Interviews: Week of August 13, 2018

Selection: Week of August 20, 2018

Employment: September 1, 2018 – August 31, 2019 (reviewed annually).

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. Please note the selected candidate will be required to submit to [any special requirements e.g., criminal records check, if applicable].