

Position Description
REA:APPRRE Executive Secretary

Major Responsibilities

1. Administers all aspects of the association and oversees daily operations
2. Plans and implements all aspects of the Annual Meeting in collaboration with the Program Chair, Networking Coordinator, Program Committee and Call for Papers Committee (including advance contracting with hotels, program planning, hotel physical arrangements and food, registration, etc.)
3. Edits and, in collaboration with the Networking Coordinator, publishes the quarterly REACH newsletter for members
4. Attends all Board meetings as ex officio member; serves as “institutional memory” for members through providing ready access to organization information; participates in and initiates discussion and action in critical areas as needed; and implements Board decisions in collaboration with the Board and President. Works with Board to develop future visions and set future directions for the association.
5. In collaboration with the Networking Coordinator, ensures that all association information is up to date and easily accessible to members through website, mailings, etc.
6. Under the direction of the Treasurer, proposes annual budget; files federal tax return; arranges for regular financial audits and prepares monthly reports; and reviews and executes hotel and other contracts with the Program Chair, President and Treasurer
7. In collaboration with the Networking Coordinator, collects, monitors and responds to feedback, inquiries and suggestions from members and visitors received via the website and other sources
8. In collaboration with Taylor and Francis and the Networking Coordinator, maintains mailing and membership lists
9. In collaboration with the editor of RELIGIOUS EDUCATION, works to establish and follow through on agreements with publisher of journal.
10. Maintains affiliations with other organizations as determined by the Board

Qualifications

1. High degree of self-direction and administrative competence, including ability to organize and manage multiple tasks simultaneously over varied periods of time.
2. Ability to manage and produce organizational information through the use of computer databases and other technological resources.
3. Advanced degree, professional experience and commitment in the field of religious education, and ability to promote and support the goals of the association
4. Ability to collaborate and communicate effectively, both orally and in writing, with officers, Board, other staff, members and other organizations

Accountability

Accountability procedures for this position will be determined upon review of candidates, with reference to concurrent candidate reviews for the position of Networking Coordinator.

Contact

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