

Position Description
REA:APPRRE Networking Coordinator

Responsibilities

1. Designs, maintains, and manages the content of the REA:APPRRE website, including provision for secure and non-secure posting of intellectual property; compiles and maintains a process and procedures manual for these tasks
2. Handles technology needs for annual meeting: online registration, receipt and posting of conference papers on website, maintenance of relevant website information, negotiation with hotel A/V coordinator for provision of technology for presenters and board meetings, and online evaluation process
3. Receives and posts electronic publications and communications from Executive Secretary and Board (i.e., REACH newsletter, organizational announcements, events, updates)
4. Serves as liaison to other religious education organizational resources and websites, as well as information technology vendors and other web coordinators
5. In collaboration with the Executive Secretary, collects, monitors and responds to feedback, inquiries and suggestions from members and visitors received via the website
6. Attends all Board meetings as ex officio member, and implements Board decisions related to networking and technology in collaboration with the Board and Executive Secretary
7. Collaborates with Taylor and Francis and the Editor of *Religious Education* to establish and maintain online membership renewals and applications, and to maintain an online membership database that is accessible to members
8. Establishes and maintains electronic systems for online collaboration among Board, Forums and general membership (e.g., group emails, listserves and blogs)
9. Conducts annual review, evaluation and analysis of networking initiatives, particularly electronic, in collaboration with an advisory committee

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. Professional experience and commitment in the field of religious education, and ability to promote and support the goals of the association
3. Discrete web design, implementation and networking technical skills
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 Executive Secretary.

Contact

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