



Job Description

Accounts & Program Services Manager: Communications, Marketing, Recruitment

POSTING DATE: April 8, 2021

CLOSING DATE: Applications will be reviewed as soon as they are received and the position will close when a successful candidate is hired.

POSITION START DATE: July 1, 2021 or earlier depending on availability.

LOCATION: Pembroke Pines, FL (Position may work remotely but should be available during Eastern Time zone hours, USA).

QUALIFICATIONS:

- Able to learn new skills and manage large projects.
- Customer and team oriented.
- College degree or advanced training preferred.
- Experience in marketing and communication preferred.
- Experience related to K-12 teaching preferred.
- Able to travel throughout Latin America and the U.S. as needed.
- Bilingual skills preferred.

JOB DESCRIPTION: The Communications, Marketing, and Recruitment position is part of an Accounts and Program Services Manager multi-staff position serving as a team of professionals carrying out all aspects of AMISA's operations and association services.

Communications, Marketing and Recruitment work related responsibilities include:

- Lead Marketing and Communications (examples include: Manage regular email communications, contact lists, and website content; Curate and create content)
- Lead Teacher Recruitment efforts (examples include: responding to candidate questions and coordinating recruitment events)

Each Accounts and Program Services Manager works collaboratively with other AMISA staff members to achieve AMISA's Mission, Vision, Values and Goals. Accounts and Program Services Managers assist the AMISA Chief Learning Officer and AMISA Executive Director with overall AMISA operations.

RESPONSIBILITIES:

- Communicate effectively, in writing and orally, with a wide variety of people.
- Analyze, organize and executive association business.
- Coordinate and manage purchasing, shipping and payment processing services
- Coordinate and manage professional development, recruiting, and membership services.
- Effectively use technology for work-related responsibilities.
- Manage budgets and accounts.
- Work harmoniously with a variety of constituencies.
- Work ethically, honestly, and in a trustworthy manner at all times.
- And other duties as assigned.

HOW TO APPLY: Application materials of a cover letter no more than 2 pages, a current resume no more than 2 pages, and contact information for 2-3 confidential supervisory references should be emailed to drhoads@aassa.com
Current letters of support may be sent as well but are not required.

SALARY: Competitive salary and benefits provided based on experience and qualifications of successful candidate.

AASSA does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or genetic information.